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VOL. II

CLASSIFICATION

OF THE

ILLINOIS CIVIL SERVICE

SPRINGFIELD

COMPRISING SCHEDULE "A" OF THE RULES OF THE STATE CIVIL SERVICE COMMISSION

VOL. II

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ILLINOIS CIVIL SERVICE

SPRINGFIELD

COMPRISING SCHEDULE "A" OF THE RULES OF THE STATE CIVIL SERVICE COMMISSION

IN EFFECT

April 19, 1918

[Printed by authority of the State of Illinois.]

CIVIL SERVICE COMMISSION

A. D. Early, Pres. . . . . Rockford
M. F. Walsh . . . . . Harvard
H. M. Powell . . . . . Peoria

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SCHEDULE "A" OF THE RULES

OF THE

STATE CIVIL SERVICE COMMISSION

STATE OF ILLINOIS

(Adopted April 15, 1914; effective May 15, 1914.)
(Amended March 16, 1915; effective April 1, 1915.)
(Amended Nov. 23, 1915; effective Dec. 15, 1915.)
(Amended May 3, 1916; effective June 1, 1916.)
(Amended Dec. 7, 1916; effective Jan. 1, 1917.)
(Amended April 4, 1918; effective April 19, 1918.)

Pursuant to the Provisions of Section 2, Rule I and Section 2, Rule V, the classification of all offices and places in the classified service in grades, ranks and classes with the title, duties and qualifications, maximum and minimum pay, residence and age restrictions of each grade and lines of promotion in the classified service shall be as follows:

PLACES OF EMPLOYMENT.

DEPARTMENTS.

Agriculture; Springfield.

Animal Industry and Veterinary Science; Springfield.
Apiary Inspection; Putnam.
Dairy Extension; Springfield.
Foods and Dairies; 1410 Kimball bldg., Chicago.
Food Standard Commissioners; Springfield.
Game and Fish; Springfield, and 745 Insurance Exchange, Chicago.
Plant Industry; Urbana.
Stallion Registration; Springfield.
State Fair; Springfield.

Finance; Springfield.

Administrative Auditor; Springfield.
Department Reports; Springfield.
State Budget; Springfield.

Labor; Springfield.

Factory Inspection; Room 1543, 608 S. Dearborn St., Chicago.
General Advisory Board for Free Employment Offices; 526 S. Dearborn St., Chicago.
Free Employment Offices; 526 S. Dearborn St., Chicago.

DIRECT
NOV 1 1 19

LABOR—Concluded.

Main St. and Division av., East St. Louis.
512 S. Adams St., Peoria.
118 N. Wyman St., Rockford.
1915 Fourth av., Rock Island.
208 N. Fourth St., Springfield.

Industrial Commission; 139 N. Clark St., Chicago.

Private Employment Agencies, Chief Inspector; Room 330, 608 S. Dearborn St., Chicago.

Mines and Minerals; Springfield.

Mine Rescue Stations;
Benton,
Duquoin,
Harrisburg,
Herrin,
LaSalle,
Springfield, Princeton Ave.

Public Health; Springfield.

Lodging House Supervision and Inspection; 130 N. Fifth Ave., Chicago.

Public Welfare; Springfield.

Criminologists (Juvenile Psychopathic Inst.); 1812 W. Polk St., Chicago.

Pardons and Paroles; Springfield.

Visitation of Adult Blind; 4348 Champlain Ave., Chicago.

Visitation of Children; 434 N. Fifth St., Springfield.

Welfare Commission; Springfield.

See also **State Institutions.**

Public Works and Buildings; Springfield.

Supervising Architect; Springfield.
Supervising Engineer; Springfield.
Highways; Springfield.
Parks—
Superintendent of Parks; Sandwich.
Fort Chartres,
Fort Massac, (Metropolis),
Starved Rock.
Lincoln Homestead; Springfield.
Lincoln Monument; Springfield.
Printing; Springfield.
Purchasing and Supplies; Springfield.
Waterways; Springfield, and Kimball Bldg., Chicago.
Illinois and Michigan Canal; Lockport.

Registration and Education; Springfield.

Entomological Division; Urbana.
Geological Division; Urbana.
Natural History Division; Urbana.
Registration, Springfield.
State Museum, Springfield.
Water Survey; Urbana.
See also **Normal Universities.**

Trade and Commerce; Springfield.

Fire Marshal; Springfield, and 747 Insurance Exchange, Chicago.
Grain Inspection; 708 Insurance Exchange, Chicago.
Grain Inspection; East St. Louis.
Insurance; Springfield.
Public Utilities; Springfield, and 714 Insurance Exchange, Chicago.

INDEPENDENT OFFICES.

Accountants, Examiners of Public; University of Illinois; Urbana.

Adjutant General; Springfield.

Attorney General; Springfield, and 734 Otis Bldg., Chicago.

Auditor of Public Accounts; Springfield, and 1434 First National Bank Bldg., Chicago.

Canal, Illinois and Michigan; Lockport.

Civil Service Commission; Springfield.

Equalization, Board of; Springfield.

Executive Department; Springfield.

Historical Library; Springfield.

Library Extension Commission; Springfield.

Library, State; Springfield.

Lieutenant - Governor; Springfield.

Public Instruction, Superintendent of; Springfield.

Secretary of State; Springfield.

Secretary of State, Chauffeur Examiners; 618 S. Dearborn St., Chicago.

Supreme Court; Springfield.

Treasurer, State; Springfield.

University of Illinois; Urbana.

INSTITUTIONS.

Hospitals for the Insane;
- Alton,
- Anna,
- Chicago,
- Elgin,
- Jacksonville,
- Kankakee,
- Peoria,
- Watertown.

Hospital for the Criminal Insane; Chester, at Menard.

School for the Blind; Jacksonville.

Industrial Home for the Blind; 1900 Marshall Blvd., Chicago.

School for the Deaf; Jacksonville.

Colony for Epileptics; Dixon.

Eye and Ear Infirmary; 904 W. Adams St., Chicago.

Lincoln School and Colony (for Feeble-Minded); Lincoln.

School for Boys; St. Charles.

Training School for Girls; Geneva.

Soldiers' and Sailors' Home; Quincy.

Soldiers' Orphans' Home; Normal.

Soldiers' Widows' Home; Wilmington.

Psychopathic Institute; Kankakee.

Penitentiaries;
- Illinois State Penitentiary; Joliet.
- Southern Illinois (Chester) Penitentiary; Menard.

Reformatory;
- Illinois State Reformatory; Pontiac.

STATE NORMAL UNIVERSITIES.

Carbondale
Charleston
DeKalb
Macomb
Normal

FULL MAINTENANCE.

Three meals per day, lodging and ordinary laundry service. In the charitable institutions, allowance in lieu of maintenance may be made by the managing officers as follows:

One meal per day per month	$3.00
Two meals per day per month	6.00
Three meals per day per month	9.00
Lodging per month	3.00

AGE LIMITS.

The minimum age prescribed must be reached on or before the date of certification. Applicants who are not more than one year under age will be examined but will not be certified until they have reached the required age.

GRADES.

Under the title of each grade is stated the duties and qualifications, age limits, maximum and minimum pay, with a reference to a promotional class and rank when the grade is in line of promotion.

A.

ACCOUNTANT, RANK I: (Class Y.) Salary $125 to $175 a month. Minimum age 21 years.

Duties: Prescribes accounts and forms of accounts to be kept by public utilities; checks and analyzes annual reports of public utilities; inspects, examines and audits such utilities.

Requirements: Thorough training in accountancy for public utilities; familiarity with Illinois Public Utilities Act and experience in office work.

ACCOUNTANT, RANK II: (Class Y.) Salary $200 to $250 a month. Minimum age 25 years.

Duties: Supervises employees in checking and analyzing reports of public utilities and in inspecting, examing and auditing such public utilities.

Requirements: Through training in accountancy for public utilities with broad experience in such work and in supervising a force of employees.

ADVANCED TEACHER: (Rank I, Class L.) Salary $45 to $70 a month with full maintenance. Minimum age 19 years.

Duties: Instructs children in the common branches in Grades 5 to 8 of an institution school.

Requirements: Education equivalent to high school graduation and thorough knowledge, with preferably experience in methods used in such instruction, with particular reference to feeble-minded or backward children.

ANALYST: See State Analyst.

ARBITRATION AGENT: Salary $150 to $200 a month. Minimum age 25 years.

Duties: Acts as Chairman of Arbitration Committees; conducts hearings for the Industrial Commission on questions of law and fact submitted under the Workmen's Compensation Act.

Requirements: Education equivalent to two years high school work, with executive ability, good judgment and familiarity with the Workmen's Compensation Act.

ARCHITECTURAL ASSISTANT: Salary $130 to $225 a month. Minimum age 25 years.

Duties: Prepares and checks working drawings and directs others on such work; checks shop drawings; reports on existing buildings.

Requirements: At least five years experience in responsible charge of preparation and checking of working drawings for building constructions; ability to direct draftsmen; familiarity with organization and routine work of an architect's office; ability to interpret building codes and employ hand book data; accuracy and thoroughness in checking drawings.

ARCHITECTURAL DESIGNER: Salary $130 to $250 a month. Minimum age 25 years.

Duties: Architectural designing and detailing of buildings; architectural rendering.

Requirements: At least five years in responsible charge of important architectural designing, detailing and rendering; acquaintance with historical styles of architecture; facility in designing; preliminary studies; general planning, rendering and ability to lay out clear comprehensive working drawings.

ARCHITECTURAL DRAFTSMAN: Salary $75 to $150 a month. Minimum age 21 years.

Duties: Prepares working drawings, tracings and specifications for buildings, including general drawings, heating and ventilation, plumbing, lighting, structural drawings and full size details.

Requirements: Experience as an architectural draftsman; ability to develop working drawings; do tracing and lettering neatly; must understand and work simple drawings from sketches and data.

ARCHITECTURAL ENGINEER: Salary $130 to $175 a month. Minimum age 21 years.

Duties: Preparation of structural plans for fireproof buildings; preparation of specifications for general building construction and inspection of same, including plumbing, heating and wiring.

Requirements: Graduation from a technical school of recognized standing and three years experience in structural or architectural engineering.

ARCHITECTURE: See Structural Engineer; Architectural Designer; Architectural Draftsman; Inspector of Building Construction; Architectural Assistant; Architectural Engineer; Secretary of the Division of Architecture.

ARMORER: Salary $75 to $100 a month. Minimum age 25 years.

Duties: Cares for military equipment of University of Illinois; keeps roster of the brigade; acts as assistant to the Commanding Officer.

Requirements: Education equivalent to common school work; some experience in regular United States Army preferred.

ART TEACHER: Salary $50 to $100 a month with full maintenance. Minimum age 19 years.

Duties: Instructs children in art work, crayon, water colors, etc.

Requirements: Education equivalent to high school graduation with particular training in art work.

ASSISTANT: See Architectural Assistant; Library Assistant; Corporation Assistant.

ASSISTANT BACTERIOLOGIST, HYGIENIC LABORATARY: Salary $100 to $145 a month. Minimum age 21 years.

Duties: Aids chief bacteriologist of hygienic laboratory in examination of public water supplies and disease diagnosis.

Requirements: Special training in bacteriology; graduation from medical college preferred.

ASSISTANT CANAL INSPECTOR: (Rank II, Class R.) Salary $75 to 90 a month. Minimum age 25 years.

Duties: Assists supervising canal inspector; maintains water levels and flowage for water power; inspects and maintains banks and appurtenances.

Requirements: Practical knowledge of concrete work and construction with field experience in general construction work; ability to supervise subordinate employees.

ASSISTANT CHIEF ACCOUNTANT: (Rank III, Class Y.) Salary $250 to $350 a month. Minimum age 30 years.

Duties: Supervises employees in office of Chief Accountant of Public Utilities Commission; prepares accounts and forms of accounts to be kept by a Public Utilities; prepares forms for annual reports of such utilities, checking and analyzing them and handling correspondence incident thereto; investigates, inspects, examines and audits accounts of public utilities.

Requirements: Thorough knowledge of accounting for public utilities with equivalent of four years experience as senior accountant in charge of examinations and at least one year's experience in a position equivalent to that of accountant with a public service commission or the Interstate Commerce Commission; ability to direct the work of an accounting department and to meet the public.

ASSISTANT CHIEF FACTORY INSPECTOR: (Rank II, Class K.) Salary $175 to $225 a month. Minimum age 25 years.

Duties: Supervises Deputy Factory Inspectors and office force of Factory Inspection Division, acting for the Chief Factory Inspector in his absence.

Requirements: At least common school, with preferably higher, education; familiarity with and preferably experience in factory work; administrative ability and thor-

ough knowledge of laws relating to welfare and safety of industrial workers.

ASSISTANT CHIEF GRAIN INSPECTOR: Salary $250 to $350 a month. Minimum age 30 years.

Duties: Supervises all inspection work of the Grain Inspection Division.

Requirements: Administrative ability and experience; ability to grade grain of all kinds and to instruct men in grading and sampling according to Federal and State regulations; familiarity with Chicago railroad terminals, yards and elevators; at least five years experience in the grain business, or in the Grain Inspection Division; knowledge of the practical handling of grain.

ASSISTANT CHIEF INSURANCE CLERK: (Rank II, Class J.) Salary $150 to $200 a month. Minimum age 25 years.

Duties: Assists the Chief Insurance Clerk in general supervision of office force of Division of Insurance; handles miscellaneous correspondence and interviews callers regarding insurance matters.

Requirements: Equivalent of high school graduation; several years office experience, knowledge of modern office methods and general knowledge of Illinois insurance laws.

ASSISTANT CHIEF NURSE: (Rank II, Class D.) Salary $75 to $90 a month with maintenance. Minimum age 23 years.

Duties: Assists the Chief Nurse of an Institution in the performance of her duties.

Requirements: Equivalent of graduation from a school for Psychiatric Nurses.

ASSISTANT CHIEF UTILITIES ENGINEER: (Rank IV, Class Z.) Salary $250 to $375 a month. Minimum age 25 years.

Duties: Has charge of special case work investigations; prepares orders in important railroad and rate cases; has entire charge of engineering department in absence of Chief Engineer.

Requirements: Familiarity with Illinois Public Utilities Law; executive ability; education equivalent to graduation in a technical course in an engineering college of recognized standing; thorough experience in design, construction or operation of public utility properties or in connection with public utility rate cases.

ASSISTANT DEPUTY WARDEN: (Rank II, Class E.) Salary $100 to $145 a month with maintenance. Minimum age 30 years.

Duties: Maintains discipline among prisoners and enforces observance of orders from the Warden; under direction of a Deputy Warden, supervises work of Guards and other institution employees.

Requirements: Thorough knowledge of penitentiary methods; good physical condition.

ASSISTANT EAR SURGEON: Salary up to $41.66 a month. Minimum age 25 years.

Duties: Assist an ear surgeon in performing surgical operations and giving medical treatment in ear cases at the Charitable Eye and Ear Infirmary.

Requirements: License to practice medicine in Illinois; ability, special training and experience in ear surgery.

ASSISTANT EXAMINER: (Rank I, Class U.) Salary $125 to $175 a month. Minimum age 21 years.

Duties: Assists the Chief Examiner in preparing and conducting civil service examinations and grading papers; supervises clerical work when required under the Chief Examiner.

Requirements: Education equivalent at least to high school graduation.

ASSISTANT EYE SURGEON: Salary up to $41.66 a month. Minimum age 25 years.

Duties: Assists an eye surgeon in performing surgical operations and giving medical treatment in eye cases at the Charitable Eye and Ear Infirmary.

Requirements: License to practice medicine in Illinois; ability, special training and experience in eye surgery.

ASSISTANT FIRE MARSHAL: (Rank III, Class Q.) Salary $150 to $200 a month. Minimum age 25 years.

Duties: Supervision of Deputy Fire Marshals in the field, general office work in handling correspondence, preparation of statistical and general information and other ordinary office work; takes place of the State Fire Marshal in his absence.

Requirements: Thorough knowledge of the criminal code covering arson and kindred crimes and of the laws enforced by the Fire Marshal, including regulation of fire escapes and means of egress from public buildings, handling of gasoline, manufacture, transportation, use and sale of explosives, and use of standard weights and measures; ability to direct inspection work and conduct investigations, judge of the sufficiency of evidence, prepare newspaper articles relating to the Fire Marshal's office and present the work of the office at public meetings.

ASSISTANT HIGHWAY ENGINEER: (Rank II, Class G.) Salary $125 to $200 a month. Minimum age 25 years.

Duties: Supervision of road and bridge construction carried on by the State Highway Department in a division of from ten to twenty counties; prepares plans and estimates for such work.

Requirements: Experience and ability to design and construct plain and reinforced concrete and simple steel bridges; to plan and construct highways of types suitable to Illinois conditions; good physical condition.

ASSISTANT IN REGISTRATION AND EDUCATION: Salary $190 to $250 a month. Minimum age 25 years.

Duties: Evaluates credentials, supervises accounts of institutions and divisions under the Department of Registration and Education, and handles other work as required.

Requirements: Education equivalent to graduation from a college of recognized standing, preferably with experience in educational work, combining teaching and administration; tact.

ASSISTANT MANAGING OFFICER: (Rank IV, Class C.) Salary $175 to $225 a month, with maintenance for self and family.

Duties: Charge of psychopathic unit of an institution; assists in training Assistant Physicians, Medical Internes, Nurses and social service workers; assists in dispensary service and after-care work.

Requirements: License to practice medicine in Illinois; administrative ability; experience in institution management.

ASSISTANT PATHOLOGIST: Salary $100 to $125 a month with maintenance for self only. Minimum age 21 years.

Duties: Does laboratory work of an institution; assists in training of Junior Assistant Physicians and Medical Internes.

Requirements: Graduation from a recognized medical school or a University course in serology, bacteriology and chemistry.

ASSISTANT PATHOLOGIST, EYE AND EAR: Salary up to $75 a month; no maintenance. Minimum age 25 years.

Duties: At the Charitable Eye and Ear Infirmary assists the Pathologist in treatment of eye and ear diseases, preserves specimens, makes microscopical slides and does other laboratory work.

Requirements: License to practice medicine in Illinois; special training and experience in eye and ear diseases.

ASSISTANT RAILROAD ENGINEER: (Rank II, Class Z.) Salary $160 to $200 a month. Minimum age 25 years.

Duties: Field inspection of railroad properties, interlocking plants and signal apparatus.

Requirements: Education equivalent to two years technical training in an engineering school of recognized standing; thorough experience in railroad construction and operation, with particular knowledge of interlocking plants and blocks signal devices.

ASSISTANT REGISTRAR: (Rank II, Class V.) Salary $100 to $175 a month. Minimum age 21 years.

Duties: Under supervision of the Registrar, handles clerical work, answering questions regarding credits and University and Normal School entrance requirements.

Requirements: Education equivalent to graduation from a college of recognized standing, including reading knowledge of French; familiarity with educational units, standard accrediting agencies, marking systems, educational reference books and organization of secondary, normal and higher education in the United States and principal foreign countries.

ASSISTANT SANITARY ENGINEER: Salary $100 to $200 a month. Minimum age 21 years.

Duties: Under supervision, investigates water supplies, sewerage systems and city cleaning; makes chemical and bacteriological examination of water, sewage and wastes; makes sanitary surveys and inspections.

Requirements: Graduation in sanitary, municipal or civil engineering from a college of recognized standing; practical experience in public health work desirable; good physical condition.

ASSISTANT SECRETARY, UTILITIES COMMISSION: Salary $200 to $300 a month. Minimum age 25 years.

Duties: Under direction of Secretary of Public Utilities Commission, supervises office, handles correspondence, keeps accounts and records of the commission; acts for Secretary in his absence.

Requirements: Equivalent of high school education; executive ability; experience in office work and knowledge of modern office methods, railroad rates and workings of various utilities in Illinois and the Illinois Public Utilities law.

ASSISTANT STATE FOOD COMMISSIONER: (Rank II, Class M.) Salary $175 to $250 a month. Minimum age 25 years.

Duties: Assists the Superintendent of the Division of Foods and Dairies on work of that division, covering sanitary inspections and inspection of food supplies; conducts prosecutions and hearings; supervises office work and inspectors.

Requirements: Education equivalent to high school education; practical knowledge of dairy business.

ASSISTANT STATE VETERINARIAN: Salary $8 a day when working. Minimum age 21 years.

Duties: Sanitary control of livestock and making differential diagnosis under direction of Chief Veterinarian.

Requirements: Graduation from a veterinary college of recognized standing; license to practice veterinary science in Illinois; experience as a veterinarian.

ASSISTANT SUPERINTENDENT, CORRECTIONAL: Salary $100 to $150 a month with maintenance. Minimum age 25 years.

Duties: Assists the managing officer of a correctional institution; acts in his place in his absence; supervises employees; handles correspondence and does clerical work.

Requirements: Education equivalent to high school graduation; some experience in a correctional institution.

ASSISTANT SUPERINTENDENT OF BUILDINGS: Salary $100 to $150 a month. Minimum age 21 years.

Duties: Under direction of a Superintendent of Buildings, supervises the janitor and labor force about a State building or institution.

Requirements: Common school education; experience in janitor work and building maintenance; some administrative ability; good physical condition.

ASSISTANT SUPERINTENDENT OF PUBLIC INSTRUCTION (LEGAL ASSISTANT): Salary $200 to $300 a month. Minimum age 25 years.

Duties: Renders opinions and interpretations of school law; gives advice on legal matters to local school authorities.

Requirements: Education equivalent to that required for admission to the bar in Illinois; special training and experience regarding school laws.

ASSISTANT SUPERINTENDENT OF PUBLIC INSTRUCTION (RURAL SCHOOL DEVELOPMENT): Salary $200 to $300 a month. Minimum age 25 years.

Duties: Visits and standardizes rural schools for purpose of raising their standards of efficiency.

Requirements: Education equivalent to high school graduation, preferably with higher training; thorough knowledge of Illinois rural school situation; administrative ability; teaching experience.

ASSISTANT SUPERINTENDENT, PARDONS AND PAROLES: Salary $225 to $375 a month. Minimum age 30 years.

Duties: Under the direction of the Superintendent of Pardons and Paroles, assists in office work and in hearing pardon and parole cases; supervises parole agents; receives their reports and keeps necessary records.

Requirements: Education equivalent to high school graduation; familiarity with modern office methods and pardon and parole laws; tact and good judgment essential.

ASSISTANT SUPERVISING ENGINEER: Salary $150 to $250 a month. Minimum age 25 years.

Duties: Designs new plants, including steam, electrical, pumping and refrigerating equipment as well as heating, lighting, ventilating and pumping installation; takes charge of operation of a plant during an emergency.

Requirements: Graduation in electrical or mechanical engineering from a college of recognized standing; at least five years practical experience since graduation in active charge of operating, building or maintaining steam or electrical plants.

ASSISTANT TELEPHONE ENGINEER: (Rank II, Class Z.) Salary $125 to $175 a month. Minimum age 21 years.

Duties: Investigates telephone properties and checks inventories with regard to rate-making proceedings and special operating problems.

Requirements: Equivalent of graduation in electrical or telephone engineering from a college of recognized standing; experience in construction and operation of telephone and electrical utilities properties; familiarity with Illinois Public Utilities law.

ASSISTANT TESTING ENGINEER: Salary $80 to $150 a month. Minimum age 21 years.

Duties: Aids the Testing Engineer in making chemical and physical tests of road and bridge materials used by the State Highway Department.

Requirements: Education equivalent to graduation in chemical engineering or chemistry from a college of recognized standing.

ASSISTANT UTILITIES ENGINEER: (Rank I, Class Z.) Salary $90 to $125 a month. Minimum age 21 years.

Duties: Checks inventories of utilities properties; investigates operating methods and cost records to determine fair values of such properties.

Requirements: Equivalent of two years technical training in an engineering school of recognized standing; experience in design, construction and operation and in valuation of public utilities properties.

ASSISTANT WARDEN: Salary $150 to $250 a month; no maintenance. Minimum age 30 years.

Duties: Aids the Warden of a penitentiary in his executive duties, taking his place in his absence.

Requirements: Equivalent of high school education; familiarity with modern office methods and with prison laws; administrative ability.

ATTENDANT: (Rank I, Class F.) Salary $25 to $35 a month with maintenance. Minimum age for men 20 years; for women 18 years. Minimum height, men 5 ft. 4 in.; women 5 ft. 0 in. Minimum weight, men 135 lbs.; women 115 lbs.

Duties: Assists in care of patients in a State Institution.

Requirements: Equivalent of common school education; good physical condition; ability to read and write English, and a certificate of moral character.

B.

BACTERIOLOGIST: See Food Bacteriologist; Livestock Bacteriologist; Chief Bacteriologist, Hygienic Laboratory; Assistant Bacteriologist, Hygienic Laboratory.

BAKER: Salary $70 to $100 a month with maintenance. Minimum age 21 years.

Duties: Bakes bread and pastry for an institution; supervises inmates or employees assigned to such duties.

Requirements: Experience and ability as a baker; good physical condition.

BAND TEACHER: Salary $50 to $100 a month with maintenance. Minimum age 25 years.

Duties: Instructs inmates of an institution in use of band instruments.

Requirements: Education equivalent to high school graduation; experience and ability as band-master and teacher of all ordinary band instruments.

BARBER: Salary $50 to $90 a month with maintenance. Minimum age 25 years.

Duties: Works as barber and instructs others in such work.

Requirements: Common school education; ability and experience as a practical barber; good physical condition.

BARNMAN: Salary $60 to $100 a month with maintenance at institutions. Minimum age 21 years.

Duties: Cares for livestock and equipment in a barn; supervises persons assigned to such work.

Requirements: Common school education; experience in care of livestock and farm machinery; good physical condition.

BEEF CATTLE HERDSMAN: Salary $75 to $125 a month. Minimum age 21 years.

Duties: Supervises pure bred cattle, barns and equipment; supervises the feed and care of pure bred cattle, directing others assigned to this work; keeps necessary records; aids in sale of University stock when necessary; aids instructors with student practice.

Requirements: Ability to maintain familiarity with characteristics, history and pedigree of every pure bred animal in the herd; good physical condition.

BIOLOGIC CHEMIST: Salary $200 to $225 a month; no maintenance. Minimum age 21 years.

Duties: Chemical investigation of food materials and metabolic changes they undergo in the body; recognition and determination of toxic material in the various body fluids.

Requirements: Education equivalent to graduation in science from a college of recognized standing; particular training in biologic chemistry and quantitative and quali-

tative analysis of food materials and their metabolic production.

BIOLOGIST: Salary $100 to $150 a month. Minimum age 21 years.

Duties: Makes field investigations and reports on biology of Illinois for Division of Natural History (Department of Registration and Education).

Requirements: Education equivalent to graduation from a college of recognized standing with additional special biologic study and field experience in such work.

BLACKSMITH: Salary $65 to $90 a month, or local scale where customary. No maintenance. Minimum age 25 years.

Duties: Works as blacksmith and instructs others in that trade.

Requirements: Common school education; experience and ability as a practical blacksmith, preferably with some experience as manual training instructor; good physical condition.

BLIND: See Teacher of Adult Blind; Teacher of the Blind; Principal Teacher of the Blind; Director of Music.

BLUE-PRINT MAN: Salary $60 to $90 a month. Minimum age 18 years.

Duties: Does photographic work; makes blue-prints and Van Dyke prints.

Requirements: Common school education; expert knowledge of blue-printing and commercial photography; good physical condition.

BOOK-BINDER: Salary $75 to $125 a month. Minimum age 25 years.

Duties: Supervises and instructs others in bookbinding.

Requirements: Administrative ability; experience as a practical book-binder.

BOOKKEEPER: See Department Bookkeeper; Institution Bookkeeper; Insurance Department Bookkeeper.

BRICKYARDS: See Foreman of Brickyards.

BRIDGE ENGINEER: (Rank III, Class G.) Salary $200 to $300 a month. Minimum age 30 years.

Duties: Under direction of Chief Highway Engineer, supervises engineers making preliminary inspection, designs and estimates for bridge construction; directs actual construction work; prepares necessary reports and specifications; attends conferences and public meetings in interest of bridge maintenance and construction.

Requirements: Administrative ability; thorough experience in design, construction and maintenance of highway bridges of all types.

BROOM: See Superintendent of Broom Shop.

BUILDINGS AND GROUNDS: See Superintendent of Buildings; Superintendent of Building Construction; Assistant Superintendent of Buildings; Inspector of Building Construction.

BUTCHER: Salary $50 to $60 a month with maintenance. Minimum age 19 years.

Duties: Cuts and prepares meat for an institution kitchen; butchers livestock when necessary.

Requirements: Ability and experience as a practical butcher; good physical condition.

C.

CANAL: See Supervising Canal Inspector; Canal Auditor; Assistant Canal Inspector.

CANAL AUDITOR: Salary $80 to $125 a month. Minimum age 30 years.

Duties: Audits accounts and collections of Illinois and Michigan Canal employees; takes charge of real estate and leases; collects rents; investigates complaints, titles to property and encroachments along the canal; other work as directed.

Requirements: Experience in auditing accounts; knowledge of real estate values and land titles; experience making collections desirable; familiarity with modern office methods and with law governing Illinois and Michigan Canal.

CANAL FOREMAN: (Rank I, Class R.) Salary $60 to $90 a month. Minimum age 21 years.

Duties: Directs laborers; makes repairs and does general construction and maintenance work along Illinois and Michigan Canal; makes reports regarding this work.

Requirements: Ability and initiative in directing others on construction, repair and maintenance work on a canal; good physical condition.

CANAL TOLLS COLLECTOR: (Rank III, Class A.) Salary $60 to $75 a month. Minimum age 25 years.

Duties: Collects tolls; makes out bills of lading for cargoes; keeps records of boats as required; cares for money collected and handles routine office work as required; directs laborers on canal repair or construction work.

Requirements: Familiarity with regulations governing use of Illinois and Michigan Canal and tolls charged; ability to direct laborers.

CARPENTER: Salary $60 to $100 a month; in institutions $60 to $80 a month, no maintenance. Minimum age 21 years.

Duties: Handles all varieties of general carpenter and cabinet work.

Requirements: Ability in general carpenter and cabinet work; good physical condition.

CASE MAN: (Rank II, Class Z.) Salary $125 to $150 a month. Minimum age 25 years.

Duties: Correlates valuation and accounting reports for purpose of computing utility rates.

Requirements: Education equivalent to college graduation in engineering or economics; experience in statistical work with public utility properties.

CASHIER, DEPARTMENT OF REGISTRATION AND EDUCATION: Salary $125 to $175 a month. Minimum age 25 years.

Duties: Receives payments of all fees, keeping proper account thereof, makes bank deposits and performs other clerical duties as required.

Requirements: Equivalent to two years high school training; experience and training in business methods, double entry bookkeeping and elements of banking procedure.

CASHIER (STATE TREASURER'S OFFICE): Salary $135 to $220 a month. Minimum age 25 years.

Duties: Cashes warrants and keeps necessary records.

Requirements: Equivalent of high school education; especial accuracy in arithmetic; good penmanship; experience as cashier or bank teller.

CHAIR FRAMER: Salary $60 to $100 a month. Minimum age 21 years.

Duties: Make frames of chairs and furniture manufactured in fibre department of a State institution, instructs persons assigned to such work.

Requirements: Expert ability as carpenter; special familiarity with construction of fibre furniture; good physical condition.

CHARGE ATTENDANT: (Rank II, Class F.) Salary $45 to $60 a month with maintenance. Minimum age 21 years.

Duties: Take charge of wards or custodial service; assists on acute service.

Requirements: Equivalent of two years as Attendant, with training course.

CHAUFFEUR: Salary, in institutions $40 to $60 a month with maintenance; $60 to $125 a month in departments. Minimum age 21 years.

Duties: Drives and maintains in proper condition an automobile or motor truck.

Requirements: Good physical condition; experience as a chauffeur, and knowledge of the construction and operation of an automobile and its equipment.

CHAUFFEUR: See Examiner of Chauffeurs.

CHEMIST: See Biologic Chemist; Food Chemist; Testing Engineer; Assistant Testing Engineer.

CHIEF BACTERIOLOGIST, HYGIENIC LABORATORY: Salary $150 to $175 a month. Minimum age 25 years.

Duties: Examines public water supplies and makes diagnosis of diphtheria, tuberculosis and malarial fever and similar diseases as may be necessary for protection of public health.

Requirements: Education equivalent to graduation from a medical college of recognized standing; special knowledge of bacteriology.

CHIEF COOK: Salary $75 to $100 a month with maintenance. Minimum age 25 years.

Duties: Supervision of cooking operations in institution kitchens.

Requirements: Extensive experience as a cook for a large number of persons; good physical condition.

CHIEF DAIRY INSPECTOR: Salary $125 to $175 a month. Minimum age 25 years.

Duties: Supervises inspection of dairies for Department of Public Health for enforcement of health laws and rules of that department; directs work of Dairy Inspectors; keeps necessary records; handles correspondence; conducts prosecutions.

Requirements: Equivalent of high school education; knowledge of dairy work and dairy products and of laws concerning dairies; executive ability and office experience.

CHIEF ELECTRICIAN: Salary $100 to $130 a month. Minimum age 25 years.

Duties: Supervises installation, operation and repair of electrical equipment for light, power and telephone systems.

Requirements: Equivalent of two years high school work; ability and experience as a practical electrician; good physical condition.

CHIEF EMPLOYMENT CLERK: Salary $125 to $175 a month. Minimum age 25 years.

Duties: Assists the Superintendent of a Free Employment Office in conducting the business of the office; supervises employees with particular reference to handling correspondence and clerical work.

Requirements: Education equivalent to high school graduation; experience in clerical office work; administrative ability; preferably some experience in handling employment problems.

CHIEF ENGINEER: (Rank III, Class O.) Salary at institutions $100 to $150 a month, with full maintenance; in departments $125 to $200 a month. Minimum age 28 years.

Duties: Has entire responsibility for installation, operation, maintenance and repair of all equipment for light, heat and power of a department or institution; designs small buildings; acts as master mechanic.

Requirements: Such experience as will enable the employee to administer the affairs of his Department and handle subordinates and supplies economically; good physical condition.

CHIEF EXAMINER: (Rank II, Class U.) Salary fixed by statute at $3500 per year. Minimum age 25 years.

Duties: Under supervision of Civil Service Commission directs all work of preparing for and conducting examinations and grading papers; handles departmental correspondence; keeps records of examinations, hearings and investigations.

Requirements: Administrative ability; familiarity with modern office methods and details of Civil Service Law.

CHIEF FOOD CLERK: (Rank IV, Class A.) Salary $125 to $200 a month. Minimum age 25 years.

Duties: Assigns Food Inspectors; keeps records and handles correspondence of Division of Foods and Dairies.

Requirements: Education equivalent at least to high school graduation; thorough knowledge of food and sanitation laws and geography of Illinois.

CHIEF GAME & FISH CLERK: (Rank IV, Class A.) Salary $150 to $200 a month. Minimum age 25 years.

Duties: Supervises the office force of the Division of Game & Fish; handles records and correspondence; directs issuance of permits.

Requirements: Education equivalent to high school graduation; thorough familiarity with Illinois game and

fish laws; ability to supervise and direct work of bookkeepers, stenographers and clerks; thorough knowledge of modern office methods.

CHIEF GRAIN CERTIFICATE CLERK: (Rank III, Class I.) Salary $150 to $200 a month. Minimum age 25 years.

Duties: Supervises work of Grain Clerks, being responsible to the Chief Grain Inspector for the clerical work of his office.

Requirements: Education equivalent to common school work, familiarity with modern office methods, good handwriting and accuracy in handling figures.

CHIEF GRAIN CLERK: Salary $250 to $350 a month. Minimum age 30 years.

Duties: Supervises and audits all Departments of the Grain Inspection Division, acting for the Chief Grain Inspector or the Grain Registrar in their absence; supervises correspondence, has charge of bank account, depositing and forwarding of funds.

Requirements: Administrative ability and knowledge of office methods, together with detailed knowledge of the Grain Inspection Division; ability to originate and install record systems and to check work done.

CHIEF INDUSTRIAL EXAMINER: Salary $150 to $210 a month. Minimum age 25 years.

Duties: Passes upon petitions for settlements of compensation and application for arbitration under Workmen's Compensation Act, setting dates and serving notices for hearings, appointing arbitrators and drawing up orders and awards of the Industrial Commission.

Requirements: Knowledge of the law and provisions of the Workmen's Compensation Act.

CHIEF INSURANCE CLERK: (Rank III, Class J.) Salary $200 to $300 a month. Minimum age 28 years.

Duties: General supervision of office force of Division of Insurance; handles general correspondence and interviews callers regarding insurance matters.

Requirements: Equivalent of high school graduation; several years business experience and knowledge of modern office methods, together with thorough knowledge of Illinois insurance laws.

CHIEF LIVE STOCK INSPECTOR: (Rank II, Class T.) Salary $150 to $200 a month. Minimum age 25 years.

Duties: Inspects cattle before slaughter; passes upon meat in packing houses as to fitness for use as food.

Requirements: Must be registered veterinarian and graduate of veterinary college of recognized standing, with special training in meat inspection; good physical condition.

CHIEF NURSE. (Rank III, Class D.) Salary $100 to $125 a month with maintenance. Minimum age 25 years.

Duties: Charge of nursing service of an institution; assigns nurses for duty; conducts training school for Attendants; assists in training Psychiatric Nurses.

Requirements: Registration as a Nurse or Psychiatric Nurse; equivalent of one year's experience as Assistant Chief Nurse in a hospital for the insane.

CHIEF OF ACCIDENT DIVISION: Salary $150 to $200 a month. Minimum age 25 years.

Duties: Collects information as to cause of accidents; arranges data; conducts negotiations for eliminating preventable causes of accidents; secures cooperation of public utilities.

Requirements: Education equivalent to high school graduation; familiarity with the collection and interpretation of accident statistics; administrative ability; familiarity with modern office methods.

CHIEF OF DIVISION OF TUBERCULOSIS: Salary $225 to $300 a month. Minimum age 25 years.

Duties: Enforces regulations for control and prevention of tuberculosis; spreads information relating to its control, prevention and treatment; makes surveys to ascertain prevalence of the disease; other duties of a similar nature as required by Director of Public Health.

Requirements: License to practice medicine in Illinois; public health educational experience.

CHIEF OF MUSEUM OF NATURAL HISTORY: Salary $200 to $300 a month. Minimum age 25 years.

Duties: Field work and collection, classification and exhibition of natural history objects, keeping necessary

records, handling correspondence and preparing publications on natural history of Illinois; gives public lectures.

Requirements: Education equivalent to graduation from a college of recognized standing, with graduate study and advanced work in geology; experience and ability in museum practice and method preferred.

CHIEF OF NATURAL HISTORY SURVEY: Salary $100 to $150 a month (part time). Minimum age 25 years.

Duties: Plans, organizes and manages biological survey of state with special reference to educational and economic interest; prepares scientific articles and reports.

Requirements: Education equivalent to college graduation and graduate study in biology; executive ability and experience as biologist in responsible charge of work of others.

CHIEF SANITARY ENGINEER: Salary $250 to $500 a month. Minimum age 25 years.

Duties: Examines projects for water supply and purification, drainage, disposal of sewage and garbage, sanitary investigations, publicity work and general supervision of Sanitary Division, Department of Public Health.

Requirements: Education equivalent to graduation in sanitary, municipal or civil engineering from a college of recognized standing; experience in responsible charge of sanitary engineering work.

CHIEF SANITARY OFFICER: Salary $250 to $300 a month. Minimum age 25 years.

Duties: Under supervision of Chief Veterinarian of the Department of Agriculture is responsible for sanitary condition of all stables, pens and cars in Union Stock Yards; handles necessary correspondence; makes such investigations as may be required.

Requirements: Licensed Veterinarian in Illinois; familiarity with Federal and State regulations concerning live stock shipments; general live stock sanitary experience; thorough knowledge of infectious diseases of live stock and of importation regulations of all states; must be familiar with mallein and tuberculin tests.

CHILD VISITATION: See State Agent.

CLERK: See Department Clerk; Digest Clerk; Filing Clerk; Library Clerk; Prison Industry Clerk; Institution Clerk; Insurance Clerk; Assistant Chief Insurance Clerk; Chief Insurance Clerk; Chief Clerk; Utilities Complaint Clerk; Grain Clerk; Engineering Clerk; Parole Clerk; Tariff Clerk.

CLERK, DIVISION OF PARDONS & PAROLES: Salary $150 to $250 a month. Minimum age 25 years.

Duties: Handles correspondence and clerical work of Division of Pardons & Paroles.

Requirements: Equivalent of high school education with knowledge of law pertaining to pardons and paroles; some familiarity with science of criminology preferred.

CLINICAL DIRECTOR: Salary $225 to $275 a month with maintenance for self and family. Minimum age 25 years.

Duties: Directs the professional work of a State institution, including the dispensary service, social service work and laboratories; presides at Staff meetings.

Requirements: License to practice medicine in Illinois; equivalent of two years experience in work with the insane.

CLINICAL PATHOLOGIST: Salary $200 to $225 a month; no maintenance. Minimum age 21 years.

Duties: Laboratory investigation of various body fluids; determination and recognition of presence of disease-producing parasites; assists in training of medical officers.

Requirements: Graduation from a recognized medical school; license to practice medicine in Illinois; special training in bacteriologic and serologic technique.

CLOTHING: See Foreman of Clothing Factory.

COOK: Salary $40 to $65 a month with maintenance. Minimum age 18 years.

Duties: Prepares foor for an institution dining room.

Requirements: Experience and ability as a cook; good physical condition.

COPYHOLDER: Salary $60 to $80 a month. Minimum age 21 years.

Duties: Compares and reads manuscripts with a proofreader; routine clerical office work.

Requirements: Education equivalent to high school graduation; good knowledge of English; some experience as a copyholder preferred.

CORPORATION ASSISTANT: Salary $200 to $250 a montn. Minimum age 30 years.

Duties: Passes upon applications for incorporation under Illinois laws, the perfection of such corporations, the applications of foreign corporations to do business in Illinois and their compliance with the laws thereof; determines fees and supervises necessary clerical work and correspondence.

Requirements: Education equivalent to high school graduation; legal training in law of corporations with special knowledge of the corporation Statutes of Illinois; independent judgment and ability to apply specialized knowledge of corporation law.

COURT STENOGRAPHER: (Rank IV, Class A.) Salary $105 to $200 a month. Minimum age 21 years.

Duties: Takes dictation, hearings and arguments of attorneys at high rates of speed; rapid and accurate transcribing of stenographic notes; handles correspondence and clerical work.

Requirements: Expert ability as stenographer and typist; familiarity with legal terms.

CUSTODIAN: Salary $75 to $125 a month with living quarters. Minimum age 30 years.

Duties: Has charge of collection of relics of the life of Abraham Lincoln; acts as guide to visitors.

Requirements: Education equivalent to high school graduation; thorough knowledge of life of Abraham Lincoln.

D.

DAIRY: See Chief Dairy Inspector; Dairy Inspector; Dairyman.

DAIRY HERDSMAN: Salary $70 to $125 a month. Minimum age 21 years.

Duties: General supervision of dairy barns and equipment; supervises care of dairy herds and directs others assigned to this work; has charge of feeding, care and health of the herd; keeps necessary records.

Requirements: Ability and judgment in feeding and care of fine dairy cattle; ability to care for dairy machinery; ability to direct others; good physical condition.

DAIRY INSPECTOR: Salary $100 to $125 a month. Minimum age 25 years.

Duties: Inspects dairies for Department of Public Health for enforcement of health laws and department rules; reports on inspections; acts as witness in prosecutions.

Requirements: Education equivalent to high school graduation; knowledge of dairy work and dairy products and of laws concerning dairies.

DAIRYMAN: Salary at institutions $50 to $75 a month with full maintenance; in departments $50 to $80 a month. Minimum age 21 years.

Duties: Has care of dairy herds of an institution or department, as well as care, operation and maintenance of machinery, buildings and equipment necessary in this work; supervises others assigned to this work.

Requirements: Thorough knowledge and experience in modern dairy methods; good physical condition.

DEAF: See Teacher of the Deaf; Principal Teacher of the Deaf.

DENTIST: Salary $175 to $200 a month for full time work; no maintenance. Minimum age 21 years.

Duties: Takes care of teeth of inmates of an institution.

Requirements: License to practice dentistry.

DEPARTMENT BOOKKEEPER, RANK II: (Class A.) Salary $60 to $100 a month. Minimum age 21 years.

Duties: Handles accounts involving double entry bookkeeping; handles clerical work under supervision.

Requirements: Training in double entry bookkeeping, with preferably some experience in and familiarity with modern office methods.

DEPARTMENT BOOKKEEPER, RANK IV: (Class A.) Salary $150 to $175 a month. Minimum age 21 years.

Duties: Keeps accounts involving double entry bookkeeping; handles clerical work under supervision.

Requirements: Several years bookkeeping and office experience, with thorough knowledge of modern office methods, with particular reference to systems of keeping accounts.

DEPARTMENT CHIEF CLERK: (Rank IV, Class A.) Salary $125 to $200 a month. Minimum age 25 years.

Duties: Supervises office force.

Requirements: Administrative ability; experience in clerical work; ability to supervise and check work of bookkeepers, stenographers and clerks; thorough knowledge of modern office methods.

DEPARTMENT CLERK, RANK I: (Class A.) Salary $25 to $45 a month. Minimum age 18 years.

Duties: Under supervision, performs minor clerical work such as opening mail, simple filing, answering telephone, and keeping simple records.

Requirements: Common school education.

DEPARTMENT CLERK, RANK II: (Class A.) Salary $50 to $90 a month. Minimum age 18 years.

Duties: Handles clerical work requiring care and some personal judgment, such as filling out forms, ordinary statistical work, filing; keeping and looking up records; handles minor correspondence under supervision.

Requirements: Common school education; familiarity with modern office methods.

DEPARTMENT CLERK, RANK III: (Class A.) Salary $95 to $120 a month. Minimum age 21 years.

Duties: Does clerical work requiring the exercise of independent judgment, such as accurate and responsible handling of correspondence, filing, compiling of statistics and keeping records.

Requirements: Equivalent of two years high school work; experience and familiarity with modern office methods.

DEPARTMENT EDITOR: Salary $125 to $175 a month. Minimum age 21 years.

Duties: Writes and edits annual reports and other departmental publications; prepares statistics; reviews current literature and publications regarding departmental work; handles clerical work and correspondence.

Requirements: Education equivalent to high school graduation; literary experience and ability as a typist.

DEPARTMENT STENOGRAPHER, RANK I: (Class A.) Salary $25 to $45 a month. Minimum age 18 years.

Duties: Takes dictation up to 75 words a minute; accurate transcription on typewriter of stenographic notes; under supervision does simple clerical work.

Requirements: Equivalent of common school education.

DEPARTMENT STENOGRAPHER, RANK II: (Class A.) Salary $50 to $75 a month, minimum age 18 years.

Duties: Takes dictation up to 90 words a minute; rapid and accurate transcription on typewriter of stenographic notes; does simple clerical work under supervision, requiring no special knowledge of technical phraseology.

Requirements: Equivalent of common school education and familiarity with modern office methods.

DEPARTMENT STENOGRAPHER, RANK III: (Class A.) Salary $75 to $100 a month. Minimum age 18 years.

Duties: Takes dictation up to 115 words a minute; rapid and accurate transcription on typewriter of stenographic notes; under supervision, performs such clerical duties as require no special knowledge of legal or technical phraseology, except such as is acquired in the service.

Requirements: Education equivalent to two years high school work; expert stenographic ability; familiarity with modern office methods.

DEPARTMENT STENOGRAPHER, RANK IV: (Class A.) Salary $105 to $175 a month. Minimum age 21 years.

Duties: Takes dictation and hearings at more than 115 words a minute; rapid and accurate transcription on typewriter of stenographic notes; performs clerical and other duties as private secretary to an executive or department head, involving responsibility and requiring special knowledge of technical phraseology.

Requirements: Education equivalent to high school graduation; expert stenographic ability; familiarity with modern office methods.

DEPUTY FACTORY INSPECTOR: (Rank I, Class K.) Salary $100 to $150 a month. Minimum age 25 years.

Duties: Inspects factories, hotels, restaurants and stores for enforcement of child labor law, occupational diseases act, safety appliances, sanitary conditions, ventilation, hours of labor; other inspections or investigations concerning Department of Labor.

Requirements: Good physical condition, common school education, ability to read and write English readily, and make ordinary arithmetical computations; experience in some kind of mechanical work necessary; familiarity with laws concerning Department of Labor.

DEPUTY FIRE MARSHAL: (Rank I, Class Q.) Salary $100 to $150 a month. Minimum age 25 years.

Duties: Investigation of fires, inspection of buildings with reference to fire hazard, means of egress from public buildings; handling of gasoline, manufacture, transportation, use and sale of explosives, use of standard weights and measures; making reports of investigations and inspections, preparing evidence for presentation to juries, handling such other investigations and inspections as may be required.

Requirements: Knowledge of laws concerning weights and measures, manufacture, transportation, use and sale of explosives, handling of gasoline, fire escapes and means of egress from public buildings, and of the criminal code covering arson and kindred crimes.

DEPUTY GAME AND FISH WARDEN: (Rank I, Class H.) Salary $100 to $125 a month. Minimum age 21 years. Minimum weight 150 lbs.

Duties: Under supervision, enforces the game and fish laws of Illinois; makes routine inspection for Di-

vision of Foods & Dairies and collects data for other State departments when required.

Requirements: Education equivalent to common school work; thorough knowledge of Federal and State game and fish laws and of the game and fish of Illinois; ability to collect evidence and prepare testimony for prosecution; general familiarity with provisions of laws enforced by other divisions of the Department of Agriculture; good physical condition.

DEPUTY GRAIN INSPECTOR: (Rank III, Class I.) Salary $150 to $200 a month. Minimum age 25 years.

Duties: Inspection and grading of all kinds of grain in accordance with Federal and State rules.

Requirements: At least three years experience in grain business, either in the Grain Inspection Division or in the practical handling of grain; equivalent of common school education. Ability to interpret and carry out rules governing inspection of grain, calling for unimpaired ability in seeing, hearing and tasting; familiarity with Chicago railroad terminals and yards.

DEPUTY WARDEN: (Rank III, Class E.) Salary $150 to $200 a month with maintenance. Minimum age 30 years.

Duties: Assists Warden in the discharge of his duties, acting in his place in his absence; has direct responsibility for maintenance of discipline among prisoners and for observance of orders from Warden's office; supervises work of institution employees.

Requirements: Detailed knowledge and experience in penitentiary work and methods; good physical condition.

DEPUTY WARDEN: See Assistant Deputy Warden; Assistant Warden.

DIETITIAN: Salary $90 to $110 a month with full maintenance. Minimum age 21 years.

Duties: Prepares menus for patients in hospital ward of institutions for the insane; supervises preparation and serving of food.

Requirements: Education including graduation in a standardized course in dietetics; thorough training in food values; some experience in preparation of menus.

DIGEST CLERK, LIBRARIAN AND HISTORIAN: Salary $250 to $300 a month. Minimum age 25 years.

Duties: Digests orders, decisions and opinions of the Illinois Public Utilities Commission; edits and publishes the same.

Requirements: Education equivalent to graduation from a college or university of recognized standing in a literary or legal course; legal training and experience; familiarity with Illinois Public Utilities Law; editorial ability and experience.

DIRECTOR OF MUSIC: Salary $133.33 to $166.66 a month for year of 9 months. Minimum age 25 years.

Duties: Supervises entire music department of Illinois School for the Blind; directs teachers of classes in voice, piano, organ, violin and other lines of musical study.

Requirements: Education equivalent to high school graduation, with preferably advanced training, including thorough knowledge of modern methods of teaching music with particular application to work with blind children.

DIRECTOR OF NURSING: Salary $275 to $325 a month; no maintenance. Minimum age 35 years.

Duties: Charge of school for Psychiatric Nurses; advises upon and plans nursing work of State institutions. including training of Attendants.

Requirements: Registration as Nurse or Psychiatric Nurse; at least five years experience in mental nursing.

DIRECTOR OF OCCUPATIONAL THERAPY: Salary $250 to $300 a month; no maintenance. Minimum age 25 years.

Duties: Charge of occupational school at the Central Psychopathic Institute; directs work of therapeutic application of occupation in State institutions; assists in training of medical officers, Nurses and Attendants.

Requirements: Equivalent of two years college work; equivalent of five years practical work in teaching of occupational therapy.

DIRECTOR OF SOCIAL SERVICE: Salary $275 to $325 a month; no maintenance. Minimum age 25 years.

Duties: Charge of social service work of Central Psychopathic Institute; directs and coordinates various branch centers throughout the State; conducts school for social service workers; assists in training of medical officers in the State service.

Requirements: Graduation from a recognized school of social service; five years practical work in social service.

DISTRICT HEALTH OFFICER: Salary $150 to $300 a month. Minimum age 25 years.

Duties: Under supervision, makes laboratory and field investigation of diseases of man and field studies on public health matters; assists in organizing health service and conducting educational campaigns.

Requirements: Education equivalent to graduation in medicine from a college of recognized standing; experience in epidemiological research and in public health service; ability to do laboratory research work and clinical diagnosis in communicable diseases.

DOCKET CLERK: Salary $125 to $150 a month. Minimum age 21 years.

Duties: Has charge of docketing cases for Illinois Supreme Court; does necessary record keeping.

Requirements: Education equivalent to high school graduation; some knowledge of court procedure desirable; good handwriting necessary.

DOMESTIC: See Laborer.

DOMESTIC SCIENCE TEACHER: Salary $45 to $70 a month with maintenance. Minimum age 19 years.

Duties: Instructs inmates of an institution in household economics.

Requirements: Education equivalent to high school graduation; special training and preferably experience as a domestic science teacher.

DORMITORY MATRON: Salary $75 to $125 a month, with maintenance. Minimum age 30 years.

Duties: Entire supervision of a dormitory for women at an educational institution.

Requirements: Education equivalent of high school graduation; good training in domestic science; executive ability; judgment and experience in work of this nature.

DRAFTSMAN: See Engineering Draftsman; Topographical Draftsman; Architectural Draftsman.

DRILLMASTER: Salary $75 to $100 a month with maintenance. Minimum age 25 years.

Duties: Instructs inmates of State institutions in military training and tactics.

Requirements: Education equivalent to high school graduation; training and experience in military science and tactics.

DRIVER: Salary $30 to $60 a month with maintenance. Minimum age 21 years.

Duties: Care of horses and driving of institution carriages.

Requirements: Thorough capability in handling of horses; good physical condition.

E.

EAR SURGEON: (Part time.) Most positions are voluntary. One at Jacksonville School for the Deaf pays $33.33 a month. Minimum age 25 years.

Duties: Medical and surgical treatment of ear cases, usually at the Charitable Eye and Ear Infirmary in Chicago.

Requirements: License to practice medicine in Illinois; ability, special training and experience as an ear surgeon.

EDITOR: See Department Editor; Historical Library Editor.

EDITOR, ENGINEERING EXPERIMENT STATION: Salary $150 to $250 a month. Minimum age 21 years.

Duties: Prepares and edits bulletins, news items or information of any kind concerning work of the Engineering Experiment Station at the University of Illinois; supervises correspondence and all details of publishing and distributing such bulletins or articles.

Requirements: Education equivalent to graduation from an engineering college of recognized standing; familiarity and experience with experimental engineering; ability to write for publication and handle office work.

EDUCATIONAL AND EXTENSION VETERINARIAN: Salary $250 to $300 a month. Minimum age 40 years.

Duties: Conducts meetings, organizes clubs, demonstrates tests and vaccinations, secures publicity for Department of Agriculture; makes inspections when required.

Requirements: Licensed veterinarian in Illinois; experienced diagnostician; thorough live stock sanitary experience; tact; ability to address public.

ELECTRICAL ENGINEER: (Rank III, Class Z.) Salary $225 to $335 a month. Minimum age 25 years.

Duties: Has charge of investigation of electrical properties in connection with rate making proceedings or special operating problems; prepares orders in electrical rate cases.

Requirements: Familiarity with Illinois Public Utilities Law; education equivalent to graduation in electrical engineering from a college of recognized standing; such thorough experience and knowledge of design, construction or operation of public utilities properties as is needed in handling valuations, checking operating expenses and computing satisfactory rate schedules.

ELECTRICIAN: Salary in departments $60 to $100 a month; in institutions $70 to $85 a month; no maintenance. Minimum age 21 years.

Duties: Installs, operates and repairs electric light, power and telephone equipments.

Requirements: Equivalent of common school education; experience in electric work relating particularly to installation, operation and maintenance of machinery and other equipment for electric light, power and telephone systems; good physical condition.

ELECTRICIAN: See Chief Electrician.

ELEVATOR CONDUCTOR: Salary $75 to $90 a month. Minimum age 21 years.

Duties: Operates an elevator.

Requirements: Experience and ability in operating an elevator; good physical condition.

ELOCUTION AND DANCING TEACHER: Salary $45 to $60 a month with full maintenance. Minimum age 20 years.

Duties: Instructs inmates of a State institution in elocution and dancing.

Requirements: Education equivalent to high school graduation; training in a recognized course in elocution and dancing; teaching experience desirable; good physical condition.

EMPLOYMENT AGENCIES: See Chief Employment Clerk; Employment Solicitor; Inspector of Private Employment Agencies; Interpreter.

EMPLOYMENT SOLICITOR: Salary $75 to $100 a month. Minimum age 21 years.

Duties: Solicits orders for help from employers; makes reports on results of visits to employers; performs simple clerical duties.

Requirements: Education equivalent to high school graduation; experience in clerical work; tact and good address.

ENGINEER: See Assistant Highway Engineer; Assistant Utilities Engineer; Assistant Chief Utilities Engineer; Bridge Engineer; Chief Engineer; Waterways Engineer; Junior Waterways Engineer; Electrical Engineer; Gas Engineer; Junior Highway Engineer; Marine Engineer; Mechanical Engineer; Stationary Engineer; Telephone Engineer; Assistant Telephone Engineer; Testing Engineer; Assistant Sanitary Engineer; Chief Sanitary Engineer; Valuation Engineer; Structural Engineer.

ENGINEERING CLERK: Salary $50 to $70 a month. Minimum age 18 years.

Duties: Makes blue prints; handles minor routine office work under supervision.

Requirements: Equivalent of grade school education; some knowledge of office methods.

ENGINEERING DRAFTSMAN: Salary $75 to $100 a month. Minimum age 20 years.

Duties: Does tracing or such other mechanical drawing as is usual in a railroad or utilities office.

Requirements: Experience in either map or mechanical drafting and some knowledge of plane and solid geometry.

ENTOMOLOGICAL ILLUSTRATOR: Salary $100 to $125 a month. Minimum age 21 years.

Duties: Makes accurate and artistic drawings of insects in detail in black and white and in color, with the naked eye and by use of magnifying instruments; makes photographs with or without microscope; makes and colors lantern slides and large size permanent drawings for illustration of lectures.

Requirements: Education equivalent to high school graduation; special training as an artist and in photographic work.

EPIDEMIOLOGIST: Salary $200 to $400 a month. Minimum age 25 years.

Duties: Laboratory and field investigation of diseases of man, field studies of public health matters, organizing of health service in communities, conducting educational campaigns on public health subjects and other similar work as required by Director of Public Health.

Requirements: Education equivalent to graduation in medicine from a college of recognized standing; thorough experience in epidemiological research and in the public health service; ability to do laboratory research work and clinical diagnosis in communicable diseases.

EXAMINER: See Chief Examiner; Assistant Examiner; Chief Industrial Examiner; Examiner of Efficiency; Examiner of Chauffeurs.

EXAMINER OF CHAUFFEURS: Salary $100 to $150 a month. Minimum age 25 years.

Duties: Examines applicants for chauffeur's license; enforces laws regarding operation of motor driven vehicles; answers necessary correspondence.

Requirements: Common school education; thorough knowledge of the construction and operation of motor vehicles and of provisions of the law regarding them and regarding chauffeurs.

EXAMINER OF EFFICIENCY: Salary $125 to $175 a month. Minimum age 21 years.

Duties: Investigates service records and efficiency of personnel and organization in departments and institutions. Files correspondence and records connected therewith.

Requirements: Equivalent of high school graduation with preferably experience in investigational and office work.

EXAMINER OF SMALL LOAN AGENCIES: Salary $125 to $175 a month. Minimum age 21 years.

Duties: Examines books and records of licensees under the Small Loan Act approved June 14, 1917, to ascertain whether licensees are complying with this law.

Requirements: Good physical condition. Education equivalent to high school graduation; knowledge of law regarding negotiable instruments, mortgages and assignments of wages; ability to examine books of account and records; knowledge of office methods so as to determine whether the required records are being used.

EXAMINER, UTILITIES COMMISSION: Salary $250 to $300 a month. Minimum age 30 years.

Duties: Presides at hearings on formal complaints and petitions filed with Public Utilities Commission; examines case records; prepares digests of evidence; examines cases cited and prepares tentative opinions and orders.

Requirements: Thorough familiarity with Illinois Public Utilities Law; ability to preside and conduct hearings; familiarity with decisions of the commission and its policies as well as general knowledge of decisions of other public service commissions and of the Interstate Commerce Commission; judicial temperament necessary as well as ability to analyze cases and prepare tentative orders.

EXECUTIVE SECRETARY, UNIVERSITY OF ILLINOIS: Salary $125 to $175 a month. Minimum age 21 years.

Duties: Supervises clerical work of office of President of University of Illinois; handles correspondence; receives callers; edits faculty and alumni directory.

Requirements: Education equivalent to graduation from a college of recognized standing; reading knowledge of French; some faculty and administrative experience in a university preferred.

EXECUTIVE SECRETARY, WELFARE COMMISSION: (Rank II, Class S.) Salary $2,000 a year. Minimum age 25 years.

Duties: Inspects and reports on conditions existing in jails, poorhouses and public institutions of all kinds; supervises correspondence and records necessary to this work.

Requirements: Education equivalent to high school graduation; ability to address the public; familiarity with sociology and allied subjects.

EYE SURGEON: No salary. Minimum age 25 years.

Duties: Medical and surgical treatment of eye cases at the Charitable Eye and Ear Infirmary.

Requirements: License to practice medicine in Illinois; ability and special training as eye surgeon.

F.

FACTORY: See Deputy Factory Inspector; Assistant Chief Factory Inspector.

FACTORY HAND, INDUSTRIAL BLIND: Salary $50 to $90 a month without maintenance. Minimum age 21 years.

Duties: Manufactures brooms and brushes at Industrial Home for the Blind, in Chicago.

Requirements: Good physical condition; some experience in broom and brush manufacture.

FACTORY PHYSICIAN: Salary $125 to $175 a month. Minimum age 25 years.

Duties: Makes inspections under occupational disease act; conducts laboratory experiments to find out whether substances used in industries are poisonous; writes reports on such work for publication.

Requirements: License to practice medicine in Illinois; special knowledge of diseases resulting from industrial poisons and ability to write on such subjects.

FARM: See Head Farmer; Gardener.

FARM, GARDEN AND DAIRY CONSULTANT: Salary $250 to $300 a month. Minimum age 30 years.

Duties: Studies needs of institutions and possibilities of their farms; consults with Department of Agriculture and County Advisors; makes recommendations in regard to farm, garden and dairy management.

Requirements: Education equivalent to graduation in agriculture; ability to address public; administrative ability; familiarity with farm cost accounting and farm economics.

FARM LABORER: Salary in institutions $35 to $50 a month with maintenance; in departments $50 to $75 a month. Minimum requirements: Age 19 years; height 5 ft. 4 in.; weight 135 lbs.

Duties: Does ordinary farm labor under supervision.

Requirements: Experience in farm work; good physical condition.

FEMALE GUARD: Salary $50 to $75 a month with maintenance. Minimum age 25 years; minimum height 5 ft. 4 in.; minimum weight 135 lbs.

Duties: Has custody of prisoners in women's branch of Illinois State Penitentiary at Joliet, and responsibility for discipline and performance of duties assigned.

Requirements: Common school education; first-class physical condition.

FIBRE WORKER: Salary $70 to $100 a month with full maintenance. Minimum age 25 years.

Duties: Supervises and instructs inmates of an institution making or finishing fibre or reed furniture.

Requirements: Ability and experience as a maker or finisher of fibre or reed furniture.

FIELD AGENT FOR VITAL STATISTICS: Salary $125 to $150 a month. Minimum age 25 years.

Duties: Visit various registration districts from which reports of births and deaths have not been received according to law; instruct local registrars regarding their duties; such miscellaneous office work as is required.

Requirements: Education equivalent to two years high school work; ability as a public speaker; good judgment and tact. Good physical condition.

FILING CLERK: (Rank III, Class A.) Salary $75 to $150 a month. Minimum age 18 years.

Duties: Rapid and accurate indexing of correspondence and other office records and their placing in proper files; installation and development of filing systems; under supervision, handles clerical work.

Requirements: Common school education; good physical condition.

FIRE: See Assistant Fire Marshal; Deputy Fire Marshal; Supervisor of Fire Prevention; Supervisor of Fire Investigations.

FIRE CHIEF: Salary $40 to $75 a month with maintenance. Minimum age 25 years.

Duties: Keeps all institution equipment for fire fighting in proper condition; organizes and holds fire drills of employees and inmates.

Requirements: Good judgment; ability and experience in the use of fire fighting apparatus; good physical condition.

FIREMAN: (Rank I, Class O.) Salary, local scale; no maintenance at institutions; union scale where customary. Minimum age 21 years.

Duties: Handles a stationary boiler and equipment ordinarily attached thereto; helps engineer on repair work, steam fitting, valve setting, packing, etc.

Requirements: Good physical condition; experience as a fireman.

FLORIST: Salary $50 to $75 a month with maintenance. Minimum age 21 years.

Duties: Cultivates flowers and plants in a greenhouse; prepares and cares for flower beds and lawns; supervises others in this work.

Requirements: Several years experience and thorough knowledge of greenhouse methods.

FOOD: See Assistant State Food Commissioner; State Analyst; Food Chemist; Food Inspector; Food Bacteriologist; Chief Food Clerk.

FOOD BACTERIOLOGIST: Salary $150 to $175 a month. Minimum age 25 years.

Duties: Makes bacteriological examinations of food products in accordance with the dairy, food and sanitary laws.

Requirements: Education equivalent to graduation in science from a college of recognized standing; special training in bacteriology; some knowledge of physiology, anatomy, histology, pathology and physiological chemistry; ability to act as witness in court desirable.

FOOD CHEMIST: (Rank I, Class N.) Salary $125 to $175 a month. Minimum age 21 years.

Duties: Under direction of State Analyst analyzes foodstuffs to determine whether they contain constituents contrary to provisions of statutes; acts as witness at prosecutions.

Requirements: Education equivalent to graduation in a specialized chemistry course in a college of recognized standing.

FOOD INSPECTOR: (Rank I, Class M.) Salary $100 to $150 a month. Minimum age 25 years.

Duties: Inspects dairies, stores and factories handling food supplies for enforcement of food and sanitation laws; takes samples of suspected goods; reports on inspections; acts as witness in prosecutions.

Requirements: Education equivalent to high school graduation; ability to give public instruction on sanitation and food; thorough knowledge of laws enforced by Division of Foods and Dairies.

FOREMAN: See Canal Foreman; Quarry Foreman; Industrial Foreman.

FOREMAN OF BRICK YARDS: Salary $75 to $125 a month. Minimum age 25 years.

Duties: Supervises and instructs others in making brick.

Requirements: Administrative ability; thorough familiarity with brick making; good physical condition.

FOREMAN OF CLOTHING FACTORY: Salary $100 to $150 a month with maintenance. Minimum age 25 years.

Duties: Supervises and instructs inmates of an institution in cutting and making clothing.

Requirements: Administrative ability; thorough familiarity with cutting and making of clothing; knowledge of machinery necessary in such work; good physical condition.

FOREMAN OF FURNITURE SHOP: Salary $100 to $125 a month with maintenance. Minimum age 25 years.

Duties: Instructs and directs persons assigned to furniture manufacture.

Requirements: Common school education; ability, training and experience in manufacture of wooden furniture; good physical condition.

FOREMAN OF GROUNDS: Salary $50 to $75 a month with maintenance. Minimum age 21 years.

Duties: Supervises grading of ground, building of walks and roads and all similar routine maintenance and construction work about an institution.

Requirements: Experience in above types of maintenance and construction work; good physical condition.

FOREMAN OF KNITTING FACTORY: Salary $100 to $125 a month with maintenance. Minimum age 25 years.

Duties: Directs and instructs others in manufacture of seamless cotton hosiery.

Requirements: Common school education; administrative ability; thorough familiarity with machinery and methods used in hosiery manufacture; good physical condition.

FOREMAN OF PRINTING: Salary $100 to $150 a month with maintenance. Minimum age 25 years.

Duties: Supervises and instructs institution inmates in printing and binding.

Requirements: Equivalent of two years high school work; ability as a printer; thorough familiarity with all

phases of work in a modern printing establishment; good physical condition.

FOREMAN OF RATTAN SHOP: Salary $100 to $125 a month with maintenance. Minimum age 25 years.

Duties: Instructs and directs others assigned to work in manufacture of rattan furniture.

Requirements: Common school education; ability, training and experience in rattan furniture manufacture; good physical condition.

FOUNDRY: See Superintendent of Foundry.

FURNITURE: See Foreman of Furniture Shop.

G.

GAME AND FISH: See Deputy Game and Fish Warden; Inspector, Division of Game and Fish; Chief Game and Fish Clerk.

GARDENER: Salary $50 to $75 a month with maintenance. Minimum age 21 years.

Duties: Directs cultivation of garden truck for an institution; supervises others assigned to this work.

Requirements: Experience and thorough knowledge of modern gardening methods.

GARDENER: See Landscape Gardener.

GAS ENGINEER: (Rank III, Class Z.) Salary $225 to $335 a month. Minimum age 25 years.

Duties: Has charge of investigation of gas properties, with regard to valuations for rate making proceedings and special operating problems; prepares orders in gas rate cases.

Requirements: Familiarity with Illinois Public Utilities Law; education equivalent to high school graduation; thorough experience in operation of gas properties, construction and installation of gas manufacturing equipment; some knowledge of chemistry relating to composition of heating and illuminating gases; ability to de-

termine operating expenses, prepare inventories, evaluate properties and compute rates.

GRADUATE NURSE: Salary $40 to $55 a month with maintenance. Minimum age 21 years.

Duties: Care of patients under supervision of medical staff, together with the direction of Attendants when necessary.

Requirements: Education equivalent to graduation from a nurses' training school in an Illinois State Hospital.

GRAIN CLERK: (Rank II, Class I.) Salary $110 to $145 a month. Minimum age 21 years.

Duties: Keeps records and certificates of grain, either in the Inspection or Registration Division. Does such other clerical work as may be required.

Requirements: Equivalent of common school education, plain hand writing, speed and accuracy at figures. Experience in office work desirable.

GRAIN HELPER: (Rank I, Class I.) Salary $100 a month. Minimum age 21 years.

Duties: Opens and closes car doors, aiding in gathering grain samples and delivering them to office and preparing for Board of Trade.

Requirements: Good physical condition; equivalent of common school education.

GRAIN INSPECTION: See Assistant Chief Grain Inspector; Deputy Grain Inspector; Supervising Grain Inspector; Grain Sampler; Grain Clerk; Grain Registrar; Grain Auditor; Chief Grain Clerk; Chief Grain Certificate Clerk; Grain Laboratory Supervisor.

GRAIN LABORATORY SUPERVISOR: Salary $200 to $250 a month. Minimum age 25 years.

Duties: Supervises moisture testing laboratory and the moisture testing of grain according to U. S. government rules.

Requirements: Graduation in chemistry from a college or university of recognized standing; experience in chemistry as applied to the grain business, either in grain

inspection or practical handling of grain; ability to direct employees and to instruct men in handling moisture testing apparatus; must be able to judge food values of grain and have had at least one year's experience in this kind of laboratory work.

GRAIN MESSSENGER: Salary $150 to $175 a month. Minimum age 30 years.

Duties: Collects grain samples and daily reports at elevators, delivering them to the main office; delivers supplies to the elevators for inspectors' use.

Requirements: Good physical condition, common school education and familiarity with location of grain elevators in Chicago. Must furnish and maintain a suitable automobile or truck at his own expense.

GRAIN REGISTRAR: (Rank IV, Class I.) Salary $200 to $250 a month. Minimum age 25 years.

Duties: Has charge of registration of receipts and shipments of grain, keeping accounts, issuing and canceling warehouse receipts, handling correspondence and necessary reports.

Requirements: Executive ability, experience in the grain business and in modern office methods; equivalent of common school education, good handwriting, speed and accuracy at figures; thorough knowledge of law governing warehousing and grain registration.

GRAIN SAMPLER: (Rank II, Class I.) Salary $110 to $125 a month. Minimum age 21 years.

Duties: In accordance with instructions, samples grain from cars or boats, making necessary records concerning each sample taken. Prepares samples for delivery to Board of Trade.

Requirements: Good physical condition; equivalent of common school education; accuracy at figures and plain handwriting.

GROUNDS: See Foreman of Grounds.

GUARD: (Rank I, Class E.) Salary $50 to $75 a month with maintenance. Age limits 25 to 55 years. Minimum height 5 ft. 7 in. Minimum weight 150 lbs.

Duties: Maintains discipline, under direction of superior officers, among male prisoners at penal and correctional institutions and hospital for the criminal insane; has custody of prisoners and responsibility for seeing that they perform work assigned to them; performs other duties as required by superiors.

Requirements: Education equivalent to common school work; ability to exercise good judgment and keep calm in emergencies; first-class physical condition.

GUARD: See Female Guard.

H.

HARNESS MAKER: Salary $50 to $75 a month with maintenance. Minimum age 25 years.

Duties: Supervises and instructs persons in harness making.

Requirements: Thorough knowledge of leather; experience as practical harness maker; good physical condition.

HEAD FARMER: Salary $75 to $100 a month with maintenance. Minimum age 25 years.

Duties: General supervision of an institution or department farm and persons assigned to it.

Requirements: Thorough knowledge of modern agricultural methods, and experience in raising grains of all kinds common to Illinois; raising live stock, and handling dairy herds and orchards; good physical condition.

HEALTH: See District Health Officer; Assistant Sanitary Engineer; Chief Sanitary Engineer; Epidemiologist; Quarantine and Sanitary Officer; Chief of Division of Tuberculosis; Tuberculosis Nurse; Child Welfare Nurse.

HELPER: See Grain Helper; Machinist's Helper; Steam Fitter's Helper; Laboratory Helper.

HIGH SCHOOLS: See Supervisor of High Schools.

HISTOLOGIST: Salary $200 to $225 a month; no maintenance. Minimum age 21 years.

Duties: Conducts post mortem examinations; studies tissues by miscroscopic methods.

Requirements: License to practice medicine in Illinois; special training in technique of post mortem examinations, histological methods, and morbid and abnormal histology concerning the nervous system.

HISTORICAL LIBRARY CLERK: Salary $65 to $100 a month. Minimum age 21 years.

Duties: Bibliographic and reference work for publications of Historical Library.

Requirements: Education equivalent to graduation in history from a university of recognized standing; special training in American history; ability to read French easily; experience in editorial work.

HISTORICAL LIBRARY EDITOR: Salary $125 to $175 a month. Minimum age 25 years.

Duties: General charge of preparation of special publications of Historical Library.

Requirements: Education equivalent to graduation from a college of recognized standing; special training in American history; knowledge of French and of proof reading.

HISTORICAL LIBRARY STENOGRAPHER: Salary $50 to $100 a month. Minimum age 21 years.

Duties: Dictation up to ninety words a minute; rapid and accurate transcription on typewriter of stenographic notes; does simple clerical work under supervision; indexes, copies and translates documents.

Requirements: Education equivalent to high school graduation; higher training preferred, particularly in library work; sufficient knowledge of French for reading and cataloging purposes.

HOME VISITOR: (Rank I, Class W.) Salary in office of Department of Public Welfare, $75 to $100 a month; in institutions, $60 to $75 a month with maintenance when at institutions. Minimum age 25 years.

Duties: Visits children placed in family homes either by court order or by State or private institutions; inspects

homes chartered by the State to care for children, maternity hospitals and other institutions dealing with children.

Requirements: Education equivalent to high school graduation; thorough knowledge of law governing placing of neglected, dependent and delinquent children in family homes.

HOUSEFATHER AND HOUSEMOTHER: (Rank I, Class X.) Salary per couple $75 to $100 a month with maintenance; salary for individuals at Geneva $35 to $55 a month and at other institutions $25 to $45 a month, with maintenance. Minimum age 25 years.

Duties: Cares for a number of children in an institution, the Housemother looking after care of the ward or cottage and serving of meals, the Housefather acting as a detail officer and watching over discipline of children.

Requirements: Two years of high school work preferred; experience in caring for children; good physical condition.

HOUSEKEEPER: Salary $50 to $60 a month with maintenance. Minimum age 28 years.

Duties: Supervises domestics in caring for living quarters of an institution and maintaining in proper condition all linen, dining room, kitchen and other equipment.

Requirements: Experience in handling domestic work; good physical condition.

HYDROTHERAPIST: Salary $50 to $70 a month with maintenance. Minimum age 21 years.

Duties: Under supervision of the Medical Staff, treats patients by hydrotherapy and massage.

Requirements: Equivalent of common school education; thorough knowledge of principles of hydrotherapy and massage; experience in caring for the insane preferred.

I.

ILLUSTRATOR: See Entomological Illustrator.

INDUSTRIAL COMMISSION: See Secretary of Industrial Commission.

INDUSTRIAL EXAMINER: Salary $100 to $120 a month. Minimum age 25 years.

Duties: Makes investigations and collects information for Industrial Commission, such as investigations of complaints as to non-payment of compensation, misconduct of beneficiaries and investigations of lump sum compensations.

Requirements: Education equivalent to two years high school work, good judgment and familiarity with Workmen's Compensation Act.

INDUSTRIAL FOREMAN: Salary $50 to $75 a month with maintenance. Minimum age 25 years.

Duties: Has charge of all shops of an institution for insane; supervises persons assigned to this work.

Requirements: Common school education; ability and experience as a foreman in charge of simple shop work.

INDUSTRIAL TEACHER: Salary $45 to $65 a month with maintenance. Minimum age 19 years.

Duties: Instructs inmates of an institution in weaving raffia, reed, fine needlework or along similar lines.

Requirements: Equivalent of high school graduation; special training and experience in the duties of the position.

INHERITANCE TAX: See Investigator.

INSPECTOR, DEPARTMENT OF REGISTRATION AND EDUCATION: Salary $100 to $150 a month. Minimum age 25 years.

Duties: To inspect for violations of the laws in regard to physicians and surgeons, osteopaths, nurses, all cults of drugless healing included in the Medical Practice Act, architects, barbers, chiropodists, horseshoers, dentists, embalmers, pharmacists veterinarians, midwives, structural engineers and the sale of habit-forming drugs; to inspect hospitals and schools for nurses, as well as medical, pharmaceutical and other professional colleges, concerning conformity to matriculation and other requirements.

Requirements: Education equivalent to one year high school; tact; good judgment of human nature; familiarity with methods of instituting suits for violation of law.

INSPECTOR, DIVISION OF GAME AND FISH: (Rank II, Class H.) Salary $150 to $175 a month. Minimum age 30 years.

Duties: Represents Chief Game and Fish Warden on special investigations for violations of Game and Fish Law; supervises subordinate employees; cooperates with other divisions of Department of Agriculture when required.

Requirements: Experience in dealing with public; education equivalent to high school graduation; thorough familiarity with Illinois Game and Fish Law and Federal Migratory Bird Law; general familiarity with laws enforced by Department of Agriculture.

INSPECTOR OF APIARIES: Salary $4 a day, when working. Minimum age 21 years.

Duties: Treats foul brood and gives assistance and instruction in care of bees.

Requirements: Common school education and experience in care of bees.

INSPECTOR OF BUILDING CONSTRUCTION: Salary $90 to $150 a month. Minimum age 25 years.

Duties: Acts as clerk of works and inspects building construction.

Requirements: At least two years experience in construction in the field; ability to read and interpret plans, details and specifications; practical knowledge of building trades, building materials and methods of construction; ability to use handbook data; keep record of building operations; coordinate workers of the various trades in building operations; good physical condition.

INSPECTOR OF INSTITUTIONS: (Rank I, Class S.) Salary $100 to $150 a month. Minimum age 25 years.

Duties: Inspection of jails, poorhouses and public institutions of all kinds; investigates methods of public relief distribution; prepares reports on inspections and investigations, with suggestions for betterments.

Requirements: Education equivalent to high school graduation, preferably with advanced training and experience in sociological work.

INSPECTOR OF PRIVATE EMPLOYMENT AGENCIES: Salary $100 to $125 a month. Minimum age 25 years.

Duties: Investigates records of private employment agencies, enforces statutes relating to such agencies; makes special investigations regarding character of places to which applicants are sent for employment.

Requirements: Thorough familiarity with the statutes governing private employment agencies.

INSPECTOR OF STALLION REGISTRATION: Salary $100 to $150 a month. Minimum age 25 years.

Duties: Investigates violations of law regarding stallion registration; secures evidence and prosecutes violators; handles office work regarding pedigrees and certificates of registration and soundness.

Requirements: Thorough familiarity with statutes regarding stallion registration.

INSPECTOR OF WEIGHTS AND MEASURES: Salary $125 to $150 a month. Minimum age 25 years.

Duties: Inspects, tests and seals weights, scales and measures, both liquid and dry; performs office work, keeping inspection records, issues certificates of verification.

Requirements: Equivalent of common school education. Good physical condition; familiarity with the Weights and Measures Act; general knowledge of construction and use of weights, measures, scales and automatic or mechanical pumps or similar devices for measuring.

INSTITUTION BOOKKEEPER, RANK I: (Class B.) Salary $40 to $70 a month with maintenance. Minimum age 21 years.

Duties: Keeps accounts, under supervision, of receipts and disbursements of an institution.

Requirements: Common school education; knowledge of double entry bookkeeping.

INSTITUTION BOOKKEEPER, RANK II: (Class B.) Salary $75 to $100 a month with maintenance. Minimum age 21 years.

Duties: Rapid and accurate keeping of accounts of receipts and disbursements of an institution.

Requirements: Thorough knowledge of double entry bookkeeping; experience in modern office methods.

INSTITUTION CHIEF CLERK: (Rank III, Class B.) Salary $100 to $150 a month with maintenance. Minimum age 25 years.

Duties: Superintends institution clerks, stenographers, storekeepers and other employees assisting in institution office work.

Requirements: Administrative ability; detailed knowledge of clerical work with thorough knowledge of modern office methods.

INSTITUTION CLERK: (Rank I, Class B.) Salary $40 to $60 a month with maintenance. Minimum age 21 years.

Duties: Under supervision, handles clerical duties requiring exercise of care and personal judgment, such as ordinary statistical work, filing, looking up records and handling minor correspondence.

Requirements: Education equivalent to two years high school work; some office experience.

INSTITUTION LIBRARIAN: Salary $40 to $60 a month with maintenance. Minimum age 18 years.

Duties: Cares for books of an institution library; keeps records of accessions and loans; assists in simple instructional work.

Requirements: Education equivalent to high school graduation; library experience preferred.

INSTITUTION LIBRARIAN FOR BLIND: Salary $30 to $50 a month with maintenance. Minimum age 25 years.

Duties: Has custody of a library for the blind; records accessions and loans; handles simple clerical work; gives ordinary instruction in use of library.

Requirements: Education equivalent to high school graduation; library experience preferred.

INSTITUTION STENOGRAPHER: (Rank I, Class B.) Salary $45 to $70 a month with maintenance. Minimum age 18 years.

Duties: Takes dictation up to ninety words a minute; rapid and accurate transcription on typewriter of stenographic notes; under supervision, does simple clerical duties requiring no special knowledge of technical phraseology.

Requirements: Equivalent of two years high school education; familiarity with modern office methods.

INSTRUCTOR IN ANIMAL HUSBANDRY: Salary $85 to $100 a month with maintenance. Minimum age 21 years.

Duties: Supervises care of live stock in an institution; instructs inmates and employees in animal husbandry.

Requirements: Education equivalent to graduation from a college of recognized standing with special training in animal husbandry.

INSTRUCTOR IN SHEET METAL WORK: Salary $50 to $75 a month with maintenance. Minimum age 25 years.

Duties: Instructs inmates of an institution in all kinds of sheet metal work.

Requirements: Common school education; executive ability; experience as practical sheet metal worker; good physical condition.

INSURANCE AUDITOR: Salary $125 to $175 a month. Minimum age 25 years.

Duties: Keeps books and other records regarding expenditures of the Division of Insurance; audits and vouchers bills and pay rolls; prepares monthly reports; handles other clerical duties as required.

Requirements: Equivalent of high school graduation; knowledge of bookkeeping, reciprocal and retaliatory insurance laws; proof reading, good penmanship and modern office methods.

INSURANCE CLERK: (Rank I, Class J.) Salary $100 to $150 a month. Minimum age 21 years.

Duties: Clerical work in registration and valuation of policies, checking annual statements of insurance companies; preparation of copy for annual report, proof reading and other clerical duties.

Requirements: Rapid and accurate handling of problems in arithmetic, good penmanship; education equivalent

of high school graduation; experience in an insurance office desirable.

INSURANCE DEPARTMENT BOOKKEEPER: (Rank II, Class J.) Salary $175 to $250 a month. Minimum age 28 years.

Duties: Receives and accounts for money coming into the Division of Insurance; determines amount and collects fees and taxes under State laws; keeps financial records of the Division.

Requirements: Education equivalent of high school graduation; thorough knowledge of insurance laws of Illinois and other states; rulings of insurance departments and court decisions pertaining to the levying of fees and taxes.

INTERNE: See Medical Interne.

INTERNE, EYE AND EAR: Full maintenance, but no salary. Minimum age 21 years.

Duties: Under supervision, gives assistance at clinics at the Illinois Charitable Eye and Ear Infirmary.

Requirements: License to practice medicine in Illinois.

INTERPRETER: Salary $75 to $115 a month. Minimum age 21 years.

Duties: Interviews persons who do not speak English; answers foreign correspondence; does such other office work as may be required.

Requirements: Education equivalent to high school graduation; reading and writing knowledge of Polish, English and Italian, and conversational knowledge of Bohemian and Slavish.

INVESTIGATOR: See Utilities Investigator; Reimbursing Investigator; Investigator, Inheritance Tax.

INVESTIGATOR, INHERITANCE TAX: Salary $100 to $150 a month. Minimum age 25 years.

Duties: Under supervision of an inheritance tax attorney, investigates matters relating to collection of inheritance tax under Illinois statutes.

Requirements: Knowledge of probate law and of provisions of the inheritance tax statute.

INVESTIGATOR OF LABOR CONDITIONS: Salary $75 to $125 a month. Minimum age 25 years.

Duties: Investigates industrial conditions; compiles statistics pertaining to labor conditions; studies strikes and seasonal occupations, employment conditions, and makes other investigations as required.

Requirements: Good physical condition; common school education; ability to investigate and make comprehensive reports, familiarity with conditions affecting different trades, and with all laws enforced by the Department of Labor.

J.

JANITOR: Salary $50 to $85 a month. Minimum age 21 years.

Duties: Cleans floors, windows, and metal work; other general maintenance work in and about building and adjacent grounds.

Requirements: Experience in janitor work; good physical condition.

JANITRESS: Salary $50 to $70 a month. Minimum age 18 years.

Duties: Keeps offices and office equipment clean.

Requirements: Good physical condition; experience preferred.

JUNIOR ASSISTANT PHYSICIAN: (Rank II, Class C.) Salary $100 to $125 a month with maintenance for self and family. Minimum age 21 years.

Duties: Study and care of patients on acute services in State institutions under officers of higher rank; charge of work on custodial service.

Requirements: License to practice medicine in Illinois; experience in work with the insane desirable.

JUNIOR ASSISTANT PSYCHOLOGIST: Salary $75 to $100 a month with maintenance. Minimum age 21 years.

Duties: Assists in psychologic examination of patients.

Requirements: Equivalent of a complete university course, with at least one major in psychology.

JUNIOR HIGHWAY ENGINEER: (Rank I, Class G.) Salary $75 to $140 a month. Minimum age 21 years.

Duties: Prepares plans for road and highway bridge construction; inspects such construction.

Requirements: Education equivalent to graduation in civil engineering from a college of recognized standing; knowledge of highway construction suitable to Illinois conditions and of the design and construction of plain and reinforced concrete and simple steel bridges; good physical condition.

JUNIOR WATERWAYS ENGINEER: Salary $100 to $175 a month. Minimum age 21 years.

Duties: Makes surveys and maps; gauges streams; does general civil engineering under supervision.

Requirements: Graduation in civil engineering from a college of recognized standing; experience in civil engineering work with particular reference to hydraulics; good physical condition.

K.

KINDERGARTEN TEACHER: (Rank I, Class L.) Salary $45 to $70 a month with maintenance. Minimum age 19 years.

Duties: Teaches children in kindergarten class at State institutions.

Requirements: Education equivalent to high school graduation; thorough knowledge, with preferably some experience, of methods used in such teaching with particular reference to feeble-minded or backward children.

KNITTING: See Foreman of Knitting Factory.

L.

LABORATORY HELPER: Salary $60 to $75 a month; no maintenance. Minimum age 18 years.

Duties: Aids in laboratory work at the State Psychopathic Institute or in the Department of Public Health.

Requirements: Education equivalent to high school graduation.

LABORATORY STOREKEEPER: Salary $50 to $100 a month. Minimum age 21 years.

Duties: Has charge of distribution of laboratory supplies; care of laboratory and research apparatus.

Requirements: Good physical condition; education equivalent to two years high school work; some knowledge of chemistry, drugs and scientific apparatus.

LABORER: Salary for men, at institution, $35 to $50 a month with full maintenance; in departments, $50 to $90 a month. Salary for women, $25 to $35 a month with maintenance at institutions. Minimum age limit: Men 19 years; women 18 years. Minimum height: Men 5 ft. 4 in.; women 5 ft. Minimum weight: Men 135 lbs.; women 115 lbs.

Duties: Performs ordinary labor under supervision, including care of living quarters and equipment, dining room and kitchen work in the institution buildings.

Requirements: Ability to read and write English; good physical condition.

LABORER: See Female Laborer; Domestic.

LABOR STATISTICIAN: Salary $150 to $210 a month. Minimum age 21 years.

Duties: Handles accident reports, preparing statistical data, with particular reference to prevention of accidents and relation to compensation; prepares reports, handles correspondence and other office routine as required.

Requirements: Education equivalent to two years high school; familiarity with compensation laws, ability as a statistician, and some experience in modern office methods.

LANDSCAPE GARDENER: Salary $90 to $125 a month. Minimum age 25 years.

Duties: Has entire charge of decoration and maintenance of grounds belonging to a department or institution.

Requirements: Administrative ability; thorough knowledge of operations necessary in planting and caring for ornamental trees, shrubs, flowers and plants.

LAUNDRYMAN AND LAUNDRESS: Salary $55 to $75 a month with maintenance. Minimum age 21 years.

Duties: Operates laundry machinery; supervises others assigned to this work.

Requirements: Thorough knowledge of operation of all types of ordinary laundry machinery; good physical condition.

LIBRARIAN OF HISTORICAL LIBRARY: (Rank II, Class P.) Salary $125 to $175 a month. Minimum age 25 years.

Duties: Under the Board of Trustees of the State Historical Library, supervises routine business, purchasing, cataloging, editing, proof reading and indexing of books and publications of the Historical Library.

Requirements: Experience in library practice; knowledge of American and Illinois history; reading knowledge of French.

LIBRARY: See Institution Librarian; Institution Librarian for Blind; Historical Library Clerk; Historical Library Editor; Historical Library Stenographer.

LIBRARY ASSISTANT: (Rank I, Class P.) Salary $65 to $125 a month. Minimum age 20 years.

Duties: Under supervision of a librarian, orders, catalogs, loans, references, and binds books; does proof reading, indexing and clerical work.

Requirements: Education equivalent to graduation from a library school of recognized standing.

LIBRARY CLERK, UNIVERSITY OF ILLINOIS: Salary $40 to $60 a month. Minimum age 19 years.

Duties: Does clerical work in University of Illinois library.

Requirements: Equivalent of high school graduation; reading knowledge of French.

LIBRARY ORGANIZER: Salary $75 to $125 a month. Minimum age 25 years.

Duties: Supervises office work of Library Extension Commission; sends out circulating libraries; assists in organizing local libraries.

Requirements: Education equivalent to graduation from a library school of recognized standing, with additional experience and ability in practical library work.

LIVE STOCK: See Live Stock Inspector; Chief Live Stock Inspector.

LIVE STOCK BACTERIOLOGIST: Salary $150 to $200 a month. Minimum age 25 years.

Duties: Scientific supervision of preparation of hog cholera virus and serum; makes bacteriological tests of the laboratory product.

Requirements: License to practice veterinary science in Illinois; special training in bacteriology.

LIFE STOCK INSPECTOR: (Rank I, Class T.) Salary $100 to $150 a month. Minimum age 21 years.

Duties: Inspects live stock before slaughter at stock yards and elsewhere, as directed by Department of Agriculture; assists Chief Live Stock Inspector in handling live stock; makes investigations for enforcement of laws concerning live stock sanitation.

Requirements: Common school education; knowledge of laws to be enforced; familiarity with contagious diseases of live stock; first-class physical condition.

LOCKTENDER: See Laborer.

LODGING HOUSE INSPECTOR: Salary $75 to $125 a month. Minimum age 21 years.

Duties: Inspects lodging houses, boarding houses, taverns, inns and hotels, as required by the statutes and rules of Department of Public Health; makes necessary reports; does clerical work.

Requirements: Equivalent of common school education; familiarity with laws governing lodging houses.

M.

MACHINIST: Salary $60 to $90 a month; in institutions, $50 to $75; no maintenance. Minimum age 21 years.

Duties: Cares for and repairs machinery and equipment involving use of metal working appliances.

Requirements: Thorough ability in machinist's trade; good physical condition.

MACHINIST'S HELPER: Salary, local scale. Minimum age 19 years.

Duties: Assists machinists in all phases of their work.

Requirements: Equivalent of common school education; ability and experience in the machinist's trade; good physical condition.

MANUAL TRAINING TEACHER: Salary $50 to $75 a month with maintenance for school term only. Minimum age 19 years.

Duties: Instructs children in woodwork and simple metal work.

Requirements: Education equivalent to high school graduation with particular training and previous experience in manual training teaching.

MARINE ENGINEER: Salary $75 to $100 a month. Minimum age 25 years.

Duties: Operates and repairs marine engines; aids in other ordinary repair and general utility work.

Requirements: Good physical condition; equivalent of common school education; license as engineer to navigate Illinois and Michigan Canal, Chicago River, Hennepin Canal and Illinois River.

MASON: Salary, local scale; no maintenance. Minimum age 21 years.

Duties: Lays and repairs brick, stone and concrete work.

Requirements: Equivalent of common school education; ability and experience in construction and repair of brick, stone and concrete masonry; good physical condition.

MASTER OF STEAMER: Salary $70 to $110 a month. Minimum age 25 years.

Duties: Has complete charge of navigation and maintenance in proper condition of a steamer on the Illinois and Michigan Canal.

Requirements: License to navigate Illinois and Michigan Canal, Chicago River, Hennepin Canal and Illinois River.

MATRON: (Rank II, Class X.) Salary $50 to $75 a month with maintenance. Minimum age 25 years.

Duties: Supervises house officers regarding care of children in their charge.

Requirements: Experience as a house officer in caring for children.

MATRON: See Dormitory Matron; Housekeeper.

MATTRESS MAKER: Salary $50 to $75 a month; no maintenance. Minimum age 21 years.

Duties: Repairs mattresses and upholsters furniture; directs and instructs others in this work.

Requirements: Experience and ability in mattress making and upholstering furniture; good physical condition.

MECHANICAL ENGINEER: (Rank III, Class Z.) Salary $200 to $300 a month. Minimum age 25 years.

Duties: Has charge of investigation of water works and steam heating properties with regard to valuations for rate making proceedings and special operating problems; prepares orders in water rate cases.

Requirements: Familiarity with Illinois Public Utilities Law; education equivalent to graduation in mechanical engineering from an engineering college of recognized standing, together with experience in the operation, construction and design of mechanical equipment with particular reference to water works' property; ability to make valuations of such property and to compute satisfactory rates.

MECHANICAL INSPECTOR: Salary $125 to $200 a month. Minimum age 25 years.

Duties: Prepares plans and specifications; estimates costs from plans or from inspection of work in field; supervises repairs and installations of equipment of all kinds in steam and electrical plants.

Requirements: Graduation in electrical or mechanical engineering from a college of recognized standing; at least two years experience since graduation in operating, building or maintaining steam or electrical plants.

MECHANICIAN, UNIVERSITY OF ILLINOIS: Salary $75 to $125 a month. Minimum age 25 years.

Duties: Care, instruction and repair of technical mechanical equipment including extremely fine and accurate apparatus for use in investigational scientific work.

Requirements: Equivalent of common school education, with preferably higher training; ability as a mechanic; thorough knowledge of machinery and mechanical devices, especially those used in educational work; good physical condition.

MEDIATOR AND CONCILIATOR: Salary $175 to $225 a month. Minimum age 30 years.

Duties: Aids in prevention and investigation of labor troubles, trying to better relations of employer and employee; other inspections and investigations as required by Department of Labor.

Requirements: Common school education, pleasing personality and tact, familiarity with laws relating to Department of Labor; must command confidence and respect of both employer and employee.

MEDICAL INTERNE: (Rank I, Class C.) Salary $50 a month with maintenance for self only. Minimum age 21 years.

Duties: Study and care of patients and other professional work in State institutions under direction of higher officers.

Requirements: Graduation from a medical school recognized by the Department of Registration and Education for a State license; no experience required.

MEDICINE: See Secretary of College of Medicine.

MESSENGER: Salary $60 to $90 a month. Minimum age 18 years.

Duties: General janitor service and such simple clerical work as filing, opening and handling of mail, running mimeograph machines and keeping mailing lists.

Requirements: Equivalent of common school education; good physical condition.

MESSENGER: See Grain Messenger.

MINE RESCUE SUPERINTENDENT: Salary $125 a month, with living quarters, light and heat, at LaSalle,

Springfield and Benton; $125 a month without any additions at DuQuoin, Herrin and Harrisburg. Minimum age 25 years.

Duties: Gives instruction in mine fire fighting, mine rescue work and first aid to the injured; takes charge of rescue work and fire fighting after mine accidents; handles clerical work and makes reports as required.

Requirements: Thorough knowledge of coal mining conditions in Illinois, with particular reference to conditions attending mine fires and accidents; excellent physical condition.

MINING INVESTIGATOR: Salary $150 to $170 a month. Minimum age 30 years.

Duties: Makes inquiries into economic conditions affecting the mining, quarrying, metallurgical, gas, oil and other similar industries; inspects mines, performs other duties of similar nature as required.

Requirements: Excellent physical condition. At least ten years experience as a miner or in the management of underground workings; familiarity with mine gases, rescue work, modern operating methods in coal mining and other mineral industries.

N.

NATURAL HISTORY: See Chief of Natural History Survey; Chief of Museum of Natural History.

NURSE: See Trained Nurse; Graduate Nurse; Director of Nursing; Chief Nurse; Assistant Chief Nurse; Psychiatric Nurse; Pupil Nurse; Hydrotherapist; Public Health Nurse.

NURSERY INSPECTOR: Salary $75 to $150 a month. Minimum age 21 years.

Duties: Inspects nurseries, orchards and other premises for the detection of dangerous insects and fungous diseases; collects and classifies insects; investigates injuries caused by insects and experiments for their prevention and control; keeps office records and writes reports.

Requirements: Education equivalent to college graduation with special training in economic entomology; thorough knowledge of injurious insects and fungous parasites of plants; good physical condition.

O.

ORGANIZER: See Library Organizer.

P.

PAINTER: Salary in departments, $60 to $100 a month; in institutions, $50 to $70 a month; no maintenance. Minimum age 21 years.

Duties: Paints, tints and calcimines, and directs others in such work.

Requirements: Thorough knowledge of painter's work; good physical condition.

PAROLE AGENT: (Rank II, Class E.) Salary $100 to $145 a month. Minimum age 25 years.

Duties: Investigates violations of parole and returns violators to prison; secures work for prisoners eligible for parole; adjusts differences between paroled prisoners and employers; handles reports and correspondence.

Requirements: Knowledge of Illinois parole law; ability to exercise judgment and discretion; good physical condition.

PAROLE CLERK: Salary $95 to $120 a month. Minimum age 21 years.

Duties: Keeps prisoners' records in a penal institution, including records of Bertillon measurements; handles necessary correspondence; prepares information for Division of Pardons and Paroles concerning cases under investigation.

Requirements: Thorough knowledge of Illinois parole law, experience in clerical work, knowledge of modern office methods and of Bertillon system.

PATHOLOGIST: See Physician.

PATHOLOGIST, EYE AND EAR: Salary up to $75 a month; no maintenance. Minimum age 25 years.

Duties: Expert treatment of diseases of eye and ear in patients at the Charitable Eye and Ear Infirmary.

Requirements: License to practice medicine in Illinois; special training and experience in the diseases of the eye and ear.

PHARMACIST: Salary $50 to $70 a month with maintenance. Minimum age 21 years.

Duties: Filling doctors' prescriptions for institution patients.

Requirements: Experience as a pharmacist and license as registered pharmacist in Illinois.

PHYSICIAN: See Medical Interne; Interne, Eye and Ear; Junior Assistant Physician; Assistant Managing Officer; Factory Physician; Clinical Director; Assistant Pathologist, Eye and Ear; Clinical Pathologist; Assistant Pathologist; Histologist; Assistant Eye Surgeon; Eye Surgeon; Assistant Ear Surgeon; Ear Surgeon.

PHOTOGRAPHY: See Teacher of Photography.

PHYSICAL CULTURE TEACHER: Salary $50 to $100 a month with maintenance. Minimum age 21 years.

Duties: Handles gymnasium classes; directs games of all kinds; instructs other institution employees in handling play of inmates in their charge.

Requirements: Education equivalent to graduation from a university or college of recognized standing, with experience in teaching physical training, directing gymnasium work and coaching for all major sports. Must be in excellent physical condition and able to exemplify what is taught.

PIANO TEACHER: Salary $25 to $75 a month with maintenance. Minimum age 21 years.

Duties: Gives instruction on piano.

Requirements: Equivalent of high school graduation; ability and experience as a pianist and teacher of piano work.

PLASTERER: Salary $60 to $75 a month with maintenance. Minimum age 21 years.

Duties: Plastering and cement work.

Requirements: Thorough experience and ability as a plasterer; good physical condition.

PLUMBER: Salary $70 to $90 a month; no maintenance. Minimum age 21 years.

Duties: Installation and repair of plumbing and sanitary equipment.

Requirements: Common school education; ability and experience as a plumber; good physical condition; plumber's license.

POLICEMAN: Salary $75 to $100 a month; with maintenance at institutions. Age limits 25 to 55 years. Minimum height 5 ft. 7 in. Minimum weight 150 lbs. Where position calls for power to make arrests, only persons who have resided one year in the county where the position occurs can be appointed.

Duties: Enforces rules and maintains order among employees and visitors in the grounds, buildings and offices of an institution or department.

Requirements: Common school education; some knowledge of civil government; first-class physical condition; tact and good address.

POULTRYMAN: Salary $50 to $75 a month with maintenance at institutions. Minimum age 19 years.

Duties: Care of poultry belonging to an institution; supervises persons assigned to that work.

Requirements: Common school education; experience and ability in care of poultry.

PRESSMAN: Salary $70 to $90 a month with full maintenance, except at charitable institutions. Minimum age 25 years.

Duties: Instructs and supervises boys in press work in a printing establishment.

Requirements: Common school education; experience and ability as a pressman.

PRIMARY TEACHER: (Rank I, Class L.) Salary $45 to $70 a month with maintenance. Minimum age 19 years.

Duties: Instructs children in the common branches in Grades 1 to 5 of an institution school.

Requirements: Education equivalent to high school graduation; thorough knowledge, with preferably experience in methods used in such teaching, with particular reference to feeble-minded or backward children.

PRINCIPAL: (Rank II, Class L.) Salary $75 to $100 a month with maintenance, for school term only. Minimum age 25 years.

Duties: Supervises teachers of all grades of an institution school.

Requirements: Education equivalent at least to high school graduation, with preferably advanced training; thorough knowledge of modern teaching methods with particular reference to work in a correctional institution or in an institution for feeble-minded.

PRINCIPAL TEACHER OF THE BLIND: Salary $144.44 to $177.77 a month for year of nine months; no maintenance. Minimum age 25 years.

Duties: Instructs blind children and supervises teachers of such work.

Requirements: Administrative ability; several years experience in teaching the blind.

PRINCIPAL TEACHER OF THE DEAF: Salary $144.44 to $177.77 a month for year of nine months; no maintenance. Minimum age 25 years.

Duties: Instructs deaf children; supervises teachers in such work.

Requirements: Administrative ability; several years experience in teaching the deaf.

PRINTER FOR THE BLIND: Salary $40 to $60 a month with maintenance. Minimum age 21 years.

Duties: Prints music for the blind; instructs blind persons in such work.

Requirements: Education equivalent to high school graduation; ability and experience in printing music in systems used for the blind.

PRINTING: See Foreman of Printing; Examiner of Printing; Proof Reader; Copyholder; Pressman.

PRINTING COST ESTIMATOR: Salary $200 to $250 a month. Minimum age 21 years.

Duties: Estimates cost of printing, engraving, embossing, ruling, stereotyping, electrotyping, different classes of paper and other work which may be required of the Division of Printing.

Requirements: Training and experience in all branches of printing business; familiarity with sizes, weights and qualities of papers.

PRINTING INSTRUCTOR: Salary $100 to $125 a month; no maintenance. Minimum age 25 years.

Duties: Gives instruction in the printing trade, including issuing an institution paper.

Requirements: Common school education; familiarity with the printer's trade.

PRISON INDUSTRY CLERK: (Rank III, Class B.) Salary $100 to $150 a month with maintenance at institution. Minimum age 25 years.

Duties: Handles clerical work and correspondence relating to sale of prison made goods.

Requirements: Equivalent of high school graduation; office and administrative experience; thorough knowledge of the law relating to manufacture and sale of prison made goods.

PROOF READER: Salary $85 to $125 a month. Minimum age 21 years.

Duties: Technical proof reading of publications of State Departments; simple clerical work.

Requirements: Education equivalent to two years high school work, with special reference to spelling, punctuation, English grammar and knowledge of symbols used by proof readers; good eyesight and hearing and a distinct, clear voice.

PSYCHIATRIC NURSE: (Rank I, Class D.) Salary $50 to $65 a month with maintenance. Minimum age 20 years.

Duties: Charge of wards for care and observation of acute cases of mental disturbance; carries out directions for treatment of patients given by physicians.

Requirements: High school graduation; graduation from a school of Psychiatric Nurses having a three-year course.

PSYCHOLOGIST: Salary $200 to $225 a month; no maintenance. Minimum age 25 years.

Duties: Conducts examinations at the Psychopathic Institute; assists in training medical officers, Assistant

Psychologists, and Nurses; conducts research work in psychological problems.

Requirements: Equivalent of a complete university course with at least one major in Psychology; equivalent of two years experience in psychological examinations.

PUBLIC HEALTH NURSE: Salary $100 to $150 a month. Minimum age 25 years.

Duties: Promotes establishment of efficient school inspection, infant welfare and tuberculosis services throughout the State, correlating work of existing organizations; assists in control of outbreaks of communicable diseases and in organization and maintenance of relief service in emergencies; instructs nurses in bedside nursing and in dispensary matters; makes surveys and investigations as directed.

Requirements: Graduation from nurses' training school in good standing; registration in Illinois or in State of residence; experience in public health nursing; must be conversant with symptoms of common communicable diseases and have had experience in child welfare work; experience with tuberculosis organization, sanatorium or dispensary; ability to instruct and conduct educational campaigns; good physical condition.

PUBLIC INSTRUCTION: See Assistant Superintendent of Public Instruction; Supervisor of High Schools.

PUPIL NURSE: Salary $20 to $24 a month with maintenance. Minimum age 18 years.

Duties: Takes three years course of training, leading to graduation as Psychiatric Nurse.

Requirements: High school graduation.

PUPIL SOCIAL SERVICE FIELD WORKER: Salary $35 to $40 a month with maintenance. Minimum age 19 years.

Duties: Receives instruction leading to position as Social Service Field Worker.

Requirements: High school graduation.

PURCHASING AGENT, JOLIET PENITENTIARY: Salary $100 to $150 a month with maintenance. Minimum age 25 years.

Duties: Purchases material and supplies for chair, broom, shoe and rattan manufacturing shops; records purchases, verifies invoices, inspects goods and audits bills.

Requirements: Equivalent of grade school education; office experience and knowledge of methods used in selecting and buying the above raw materials for manufacture.

PURCHASING AGENT, UNIVERSITY OF ILLINOIS: Salary $150 to $225 a month. Minimum age 27 years.

Duties: Directs an office force; handles correspondence and meets public; purchases all materials used at University of Illinois.

Requirements: Knowledge of modern office methods; several years experience in an institution or business concern, preferably in the purchasing or stores department; acquaintance with markets and trades and general familiarity with materials for use in an educational institution.

Q.

QUARANTINE AND SANITARY OFFICER: Salary $100 to $150 a month. Minimum age 21 years.

Duties: Enforces rules governing communicable diseases; investigates and takes steps for correction of unsanity conditions of every character; assists in sanitary surveys and collection of epidemiological data; gives instruction in handling the contagious sick and in disinfecting; such office work and report writing as may be necessary.

Requirements: Education equivalent to at least two years high school work; good judgment and tact; experience with a health department in control of communicable diseases.

QUARRY FOREMAN: Salary $100 to $150 a month with maintenance. Minimum age 25 years.

Duties: Supervises inmates of an institution in quarrying, cutting and hauling stone.

Requirements: Administrative ability; experience and ability in quarrying, cutting and handling stone; good physical condition.

QUARRYMAN: Salary $65 to $100 a month with full maintenance. Minimum age 25 years.

Duties: Under direction of a Foreman, supervises others in quarrying, cutting and handling stone.

Requirements: Good physical condition; experience in quarry work.

R.

RAILROAD ENGINEER: (Rank III, Class Z.) Salary $225 to $335 a month. Minimum age 25 years.

Duties: Has entire charge of investigation of railroad accidents, examination of dangerous crossings and inspection for approval of interlocking plants and signal circuits; investigates railroad service complaints; prepares orders regarding railroads.

Requirements: Familiarity with Illinois Public Utilities Law; education equivalent to high school graduation; experience in responsible charge in either construction or operating departments and familiarity with design, construction and maintenance of interlocking and block signal devices.

RATE EXPERT: See Transportation Rate Expert, Rank II; Transportation Rate Expert, Rank III; Utilities Rate Expert.

RATTAN: See Foreman of Rattan Shop.

REGISTRAR: (Rank III, Class V.) Salary $200 to $300 a month. Minimum age 25 years.

Duties: Handles credits of prospective students of University of Illinois; passes on entrance correspondence, conducts entrance examinations; determines advanced standing of students from other institutions; organizes and directs registration, record and reporting systems of the University; edits annual catalog and other publications; supervises office force necessary in conducting above business, acts as Clerk of University Senate and Council of Administration.

Requirements: Education equivalent to college graduation; thorough experience in the details of the business handled by a University Registrar's office.

REGISTRAR: See Grain Registrar; Assistant Registrar.

REGISTRATION CLERK: (Rank I, Class V.) Salary $60 to $95 a month. Minimum age 21 years.

Duties: Under supervision, keeps academic records in the registrar's office at the University of Illinois; advises with students as to their registration and course of study.

Requirements: Education equivalent to college graduation and experience in registrar's office of a college or university.

REIMBURSING INVESTIGATOR: Salary $95 to $150 a month. Minimum age 21 years.

Duties: Investigates the financial conditions of patients in State hospitals or their relatives and the enforcement of the law regarding the support of hospital inmates; handles records and correspondence connected with this work.

Requirements: Equivalent of high school graduation; office experience; familiarity with law governing the support of hospital inmates.

ROAD ENGINEER: (Rank III, Class G.) Salary $200 to $300 a month. Minimum age 30 years.

Duties: Under direction of Chief Highway Engineer, supervises engineers making road surveys; prepares plans and estimates for road construction and maintenance; attends conferences and public meetings in the interest of road construction; prepares reports and specifications.

Requirements: Administrative ability; thorough experience in road design, construction and maintenance.

RODMAN: Salary $50 to $90 a month. Minimum age 18 years.

Duties: Does chaining, holding level rod, stake driving and similar duties assigned by chief of party.

Requirements: Equivalent of high school graduation; surveying experience preferred; good physical condition.

ROLLER OPERATOR: Salary $75 to $125 a month. Minimum age 21 years.

Duties: Operates a gas or steam roller, tractor, concrete mixer or automobile truck in connection with road work; makes reports.

Requirements: Education equivalent to common school work; experience and familiarity with operation and

maintenance of road rollers, tractors, concrete mixers and automobile trucks; ability to make simple reports; good physical condition.

S.

SAFETY APPLIANCE INSPECTOR: Salary $125 to $150 a month. Minimum age 25 years.

Duties: Investigates air brake equipment, locomotive and car fixtures, number of train crew and all matters relating to safety of employees.

Requirements: Equivalent of common school graduation; familiarity with Illinois Public Utilities Law; experience in operation of steam and electric railroad properties; good physical condition.

SANITARY ENGINEER: See Assistant Sanitary Engineer; Chief Sanitary Engineer.

SEAMSTRESS: Salary $30 to $60 a month with maintenance. Minimum age 21 years.

Duties: Makes and repairs garments for institution inmates; supervises others assigned to such work.

Requirements: Experience and ability as a seamstress.

SECRETARY: See University Secretary; Executive Secretary, University of Illinois; Executive Secretary, Welfare Commission; Secretary to Superintendent of Pardons and Paroles; Assistant Secretary, Utilities Commission.

SECRETARY OF COLLEGE OF MEDICINE: Salary $200 to $300 a month. Minimum age 25 years.

Duties: Registers students in Medical Department of University of Illinois; corresponds with prospective students; supervises employees outside of the faculty; is custodian of the building and college equipment.

Requirements: Graduation from a medical college of recognized standing; administrative ability and thorough knowledge of studies and processes of medical education.

SECRETARY OF INDUSTRIAL COMMISSION: Salary $200 to $300 a month. Minimum age 25 years.

Duties: Supervises clerical force of Industrial Commission; has custody of records; enforces rulings of the Commission; maintains records of its proceedings.

Requirements: Education equivalent to high school graduation; administrative ability and experience in modern office practice; ability to address the public; familiarity with provisions of Workmen's Compensation Act.

SECRETARY OF THE DIVISION OF ARCHITECTURE: Salary $120 to $200 a month. Minimum age 25 years.

Duties: Handles routine office duties of the Division of Architecture, Construction and Inspection (Department of Public Works and Buildings); keeps all records; draws up certificates; directs routine correspondence; makes reports on accounts and status of buildings in construction.

Requirements: Experience in performance of office duties; knowledge of bookkeeping and modern methods of handling correspondence, contracts, reports, drawings and the like; must understand specifications and building plans, be acquainted with the various building trades; ability to handle routine correspondence; stenographic ability desired.

SECRETARY TO SUPERINTENDENT OF CHARITIES: Salary $125 to $150 a month. Minimum age 25 years.

Duties: Stenographic work in office of Superintendent of Charities; handles all office matters in absence of the Superintendent; inspects hospitals for insane and other institutions when necessary.

Requirements: Education equivalent to high school graduation; stenographic ability; familiarity with Charities laws; preferably some experience in inspection or social service work.

SECRETARY TO SUPERINTENDENT OF PARDONS AND PAROLES: Salary $125 to $150 a month. Minimum age 25 years.

Duties: Under direction of Superintendent of Pardons and Paroles investigates pardon and parole cases, representing Superintendent where necessary; keeps records and prepares cases for decision.

Requirements: Equivalent of high school education; familiarity with the law and rules governing Parole Agents

and pardon and parole work; ability to represent the Superintendent in dealing with officials; ability to take and transcribe stenographic notes rapidly and accurately.

SECURITIES EXAMINER: (Rank II, Class J.) Salary $175 to $250 a month. Minimum age 28 years.

Duties: General supervision and safe keeping of all statutory deposits of securities of insurance companies with the Division of Insurance; examines abstracts of title, insurance policies, proceedings and other documents presented with such securities.

Requirements: Education equivalent to high school graduation; ability to evaluate securities and to pass upon the sufficiency and validity of papers tendered with securities.

SECURITY SUPERVISOR: Salary $150 to $210 a month. Minimum age 25 years.

Duties: Passes upon sufficiency of security for payment of compensation in accordance with the Workmen's Compensation Act.

Requirements: Education equivalent to two years high school work, with business training and thorough familiarity with Workmen's Compensation Act; ability to pass upon assets.

SENIOR ASSISTANT PHYSICIAN: (Rank III, Class C.) Salary $150 to $175 a month with maintenance for self and family. Minimum age 25 years.

Duties: Charge of professional work on acute service or custodial service of a State institution; assists in training Junior Assistant Physicians, Medical Internes and Nurses; assists in laboratory, psychological, social service and occupational work.

Requirements: License to practice medicine in Illinois; experience in work with the insane.

SENIOR ASSISTANT PSYCHOLOGIST: Salary $125 to $150 a month with maintenance. Minimum age 22 years.

Duties: Examines patients under direction of a Psychologist or Clinical Director; investigates tests and their standardization.

Requirements: Equivalent of a complete university course with at least one major in psychology; experience in psychological examinations.

SERVICE ENGINEER: (Rank III, Class Z.) Salary $200 to $300 a month. Minimum age 25 years.

Duties: Directs all routine service inspections of utility properties; special investigations as to service and preparation of orders in such cases.

Requirements: Equivalent of graduation from an engineering college of recognized standing; thorough experience and ability in operation, construction or design of utility properties and their equipment; familiarity with Illinois Public Utilities Law.

SERVICE INSPECTOR: (Rank I, Class Z.) Salary $90 to $150 a month. Minimum age 21 years.

Duties: Routine inspection of gas, electric and telephone properties to determine whether prescribed service standards are observed.

Requirements: Equivalent of two years technical training in an engineering school of recognized standing; experience with either an operating gas or electric company; familiarity with gas or electric meter testing and gas or electric distribution systems.

SEWERMAN: Salary $60 to $85 a month. No maintenance. Minimum age 25 years.

Duties: Repair and maintenance of institution sewers, keeps sewers free from obstructions; various repair and maintenance of cement and brick work.

Requirements: Education equivalent to common school work; knowledge of sewer construction, sewage disposal requirements of an institution; good physical condition.

SHEPHERD: Salary $75 to $125 a month. Minimum age 21 years.

Duties: Feeds and watches sheep; cares for sheep quarters; prepares sheep for class-work in college of agriculture; keeps records as required; other work as assigned.

Requirements: Ability to handle the feeding and care of experimental sheep and keep all necessary records connected therewith; good physical condition.

SHOE: See Superintendent of Shoe Industry.

SHOEMAKER: Salary $50 to $100 a month; no maintenance. Minimum age 25 years.

Duties: Makes and repairs shoes; instructs and supervises others in such work.

Requirements: Practical experience and ability in ordinary shoe making and repairing.

SOCIAL SERVICE FIELD WORKER: Salary $75 to $100 a month with maintenance, or $100 to $125 a month without maintenance. Minimum age 21 years.

Duties: Investigates and reports upon personal and environmental history of patients; visits paroled patients in their homes and working places; carries out instructions for social treatment; assists in bringing patients to or from a dispensary or institution.

Requirements: Graduation from a recognized school of social service.

STALLION REGISTRATION: See Inspector of Stallion Registration.

STATE AGENT FOR CHILD VISITATION: (Rank II, Class W.) Salary $125 to $175 a month. Minimum age 25 years.

Duties: Supervision of Home Visitors; visits children placed in family homes and inspects institution where children are cared for; handles necessary office work and correspondence.

Requirements: Familiarity with the law governing the placing of children in family homes or institutions; administrative ability; experience in this line of work desirable.

STATE ANALYST: (Rank II, Class N.) Salary $200 to $250 a month. Minimum age 25 years.

Duties: Has entire charge of laboratory of Division of Foods and Dairies; analyzes food stuffs to determine whether they contain constituents contrary to statutes;

prepares reports; acts as witness in prosecutions; handles necessary correspondence.

Requirements: Experience and ability in investigational work in chemistry of food stuffs; administrative experience and ability to read scientific French.

STATIONARY ENGINEER: (Rank II, Class O.) Salary $75 to $100 a month; no maintenance at institutions; local scale where customary. Minimum age 25 years.

Duties: Has complete charge on one shift of operation, maintenance and repair of stationary engines, boilers, electric lighting equipment and heating appliances for a department or institution.

Requirements: Thorough knowledge and experience in installation, operation and maintenance of equipment for light, heat and power; ability to handle men and supplies economically; good physical conditicn.

STATISTICIAN: (Rank IV, Class A.) Salary $125 to $175 a month. Minimum age 21 years.

Duties: Prepares and interprets statistics; checks reports and books.

Requirements: Equivalent of high school graduation; thorough knowledge of accounting and bookkeeping; ability to prepare statements rapidly and accurately.

STATISTICIAN: See Utilities Statistician.

STEAMER: See Master of Steamer.

STEAMFITTER: Salary in departments $60 to $100 a month; in institutions $60 to $75 a month; no maintenance. Minimum age 21 years.

Duties: Pipe cutting and fitting.

Requirements: Experience and thorough knowledge of steamfitter's trade; good physical condition.

STEAMFITTER'S HELPER: Salary, local scale. Minimum age 18 years.

Duties: Assists a steamfitter in pipe cutting and fitting.

Requirements: Some experience as a steamfitter's helper; good physical condition.

STENOGRAPHER: See Department Stenographer; Law Stenographer; Court Stenographer; Institution Stenographer; University Stenographer; Historical Library Stenographer; Secretary to Superintendent of Pardons and Paroles; Secretary of the Division of Architecture.

STEWARD: Salary $100 to $150 a month with maintenance. Minimum age 25 years.

Duties: Supervises institution kitchens and dining rooms; is responsible for ordering and economical using of supplies.

Requirements: Common school education; some ordinary business experience; thorough familiarity with kitchen and dining room work where provision is made for not less than 1000 persons.

STOCK CUTTER: Salary $60 to $75 a month. Minimum age 21 years.

Duties: Operates a power stock cutter for cutting all paper stock used by State departments, both for new printing and for padding old forms; is responsible for condition and safe keeping of paper kept in stock; reads proof when required.

Requirements: Experience in operating a power stock cutter; knowledge of brands, values, sizes and weights of stock; ability to read proof.

STOREKEEPER: (Rank II, Class B.) Salary $60 to $85 a month with maintenance. Minimum age 21 years.

Duties: Administration of a storeroom and warehouse, handling all incoming material, receiving and routing all material and supplies needed in an institution or department for daily operation, and for maintenance and construction work.

Requirements: Education equivalent to two years high school; some administrative ability; thorough knowledge of modern methods of receiving, storing and disbursing food stuffs and material of all kinds; good physical condition.

STRUCTURAL ENGINEER: Salary $130 to $200 a month. Minimum age 27 years.

Duties: Under direction of the State Architect, designs building structures and reports on existing structures.

Requirements: At least five years in responsible charge of important structural design; ability to understand derivation of engineering formulae; experience in concrete and structural steel design; ability to tabulate data and record computations.

SUPERINTENDENT: See Mine Rescue Superintendent; Assistant Superintendent, Correctional.

SUPERINTENDENT OF BROOM SHOP: Salary $100 to $125 a month. Minimum age 25 years.

Duties: Supervises and instructs others in manufacturing brooms and brushes.

Requirements: Executive ability; experience and ability in the manufacturing of brooms and brushes.

SUPERINTENDENT OF BUILDINGS: Salary $100 to $200 a month. Minimum age 25 years.

Duties: Entire charge of employees occupied in installing equipment and maintaining buildings and grounds in proper condition.

Requirements: Common school education; executive ability and experience in work of this kind; good physical condition.

SUPERINTENDENT OF CONSTRUCTION: Salary $130 to $225 a month. Minimum age 30 years.

Duties: Directs inspectors of building construction; verifies contractor's estimates and checks costs; prepares program schedules and writes reports.

Requirements: At least five years experience in responsible field charge of important structures; ability to write and interpret specifications, plans, details and contracts; practical knowledge of building trades and building construction; good physical condition.

SUPERINTENDENT OF DAIRY EXTENSION: Salary $250 to $300 a month. Minimum age 25 years.

Duties: Investigates production, distribution and marketing of dairy products; coordinates various dairy associations; stimulates dairy industry.

Requirements: Education equivalent to high school graduation; experience in dairy business; ability to organize associations and conduct educational program regarding the dairy industry.

SUPERINTENDENT OF FISH HATCHERY: Salary $100 to $125 a month. Minimum age 25 years.

Duties: Directs operation of fish hatchery for Division of Game and Fish.

Requirements: Thorough familiarity with methods of collecting and hatching fish spawn and care and transportation of young fish.

SUPERINTENDENT OF FOUNDRY: Salary $75 to $100 a month with maintenance. Minimum age 25 years.

Duties: Directs foundry work of an institution; supervises others assigned to that work; has charge of all equipment and supplies.

Requirements: Common school education; ability and experience in ordinary foundry work; good physical condition.

SUPERINTENDENT OF IDENTIFICATION: Salary $100 to $150 a month with full maintenance. Minimum age 25 years.

Duties: Measures incoming convicts according to the Bertillon System; takes finger prints and photographs; classifies and files these records; oversees receiving and discharging of convicts; does such clerical work as necessary.

Requirements: Education equivalent to high school graduation; thorough familiarity with classification and use of finger print and Bertillon records; familiarity with modern office methods.

SUPERINTENDENT OF OCCUPATIONAL THERAPY: Salary $100 to $125 a month with maintenance. Minimum age 21 years.

Duties: Charge of occupational teaching in a State institution or other center; assists in training of medical officers, Nurses and Attendants.

Requirements: Education equivalent to graduation as a Psychiatric Nurse; equivalent of one year in a school of occupational therapy.

SUPERINTENDENT OF SHOE INDUSTRY: Salary $100 to $135 a month. Minimum age 25 years.

Duties: Supervises large shoe manufacturing plant; instructs persons assigned to that work.

Requirements: Common school education; administrative ability; experience in operation of a large shoe manufacturing plant.

SUPERINTENDENT OF SOCIAL SERVICE: Salary $100 to $125 a month with maintenance. Minimum age 25 years.

Duties: Charge of social service unit in a State institution or other center; instructs medical officers, Nurses and Pupil Social Service Field Workers.

Requirements: Graduation from a recognized school of social service; two years practical work in social service.

SUPERINTENDENT OF WATER WORKS: Salary $100 to $150 a month. Minimum age 25 years.

Duties: Complete charge of pumping equipment of an institution water works.

Requirements: Common school education; thorough familiarity with installation, operation and repair of motor driven pumps; good physical condition.

SUPERINTENDENT OF WOMEN'S PRISON: Salary $100 to $150 a month with maintenance. Minimum age 30 years.

Duties: Under the direction of the Warden, supervises employees and prisoners in the women's prison of the Illinois State Penitentiary; sees that rules are observed; directs work of various departments; keeps necessary records.

Requirements: Education equivalent to high school graduation; knowledge of prison methods, and preferably experience in nursing or in teaching domestic science; good physical condition.

SUPERVISING ATTENDANT: (Rank III, Class F.) Salary $60 to $75 a month with maintenance. Minimum age 22 years.

Duties: Supervises work of Attendants on custodial service; assists in training of Attendants.

Requirements: Equivalent of one year's experience as Charge Attendant.

SUPERVISING CANAL INSPECTOR: (Rank III, Class R.) Salary $100 to $125 a month. Minimum age 25 years.

Duties: Supervises the maintenance and construction work on right of way structures and equipment of the Illinois and Michigan Canal; makes such reports and keeps such records as above work renders necessary.

Requirements: Ability to pilot boats on Illinois and Michigan Canal; administrative ability in handling men and directing them on canal construction and maintenance.

SUPERVISING GRAIN INSPECTOR: (Rank IV, Class I.) Salary $225 to $250 a month. Minimum age 25 years.

Duties: Supervises Deputy Grain Inspectors, Samplers and Helpers; inspects and grades grain when appeals are made from Deputy Grain Inspectors, or reinspections called; this inspection being according to Government and State regulations.

Requirements: Administrative ability and experience thorough knowledge of grading of grain of all kinds; familiarity with railroad terminals and yards in Chicago and with Federal and State regulations concerning grain inspection.

SUPERVISOR OF FIRE INVESTIGATIONS: (Rank II, Class Q.) Salary $150 to $175 a month. Minimum age 25 years.

Duties: Same duties as Deputy Fire Marshal, with additional responsibility of directing investigations of fires.

Requirements: Same as Deputy Fire Marshal.

SUPERVISOR OF FIRE PREVENTION: (Rank II, Class Q.) Salary $150 to $190 a month. Minimum age 25 years.

Duties: Same as Deputy Fire Marshal with additional responsibility for directing inspection work regarding fire hazards.

Requirements: Same as Deputy Fire Marshal.

SUPERVISOR OF HIGH SCHOOLS: Salary $250 to $416.67 a month. Minimum age 30 years.

Duties: Visits high schools of Illinois; makes recommendations to the end that their efficiency may be kept up to proper standards.

Requirements: Equivalent of high school graduation, with preferably higher training; long experience as teacher in high schools of recognized standing; office and administrative experience desired.

SURGEON: See Ear Surgeon; Assistant Ear Surgeon; Eye Surgeon; Assistant Eye Surgeon.

SURVEYING OFFICER: Salary $50 to $75 a month with maintenance. Minimum age 20 years.

Duties: At institutions makes inspections of State property of all kinds which is considered unsuitable for the purpose; inspects wards and kitchens and reports all unnecessary waste of food stuffs and supplies to the Managing Officer.

Requirements: Education equivalent to common school work, some knowledge of clerical work; familiarity with values of various kinds of State property; good judgment; good physical condition.

T.

TABULATING MACHINE OPERATOR: Salary $50 to $90 a month. Minimum age 18 years.

Duties: Operates Hollerith Tabulating Machine and prepares data cards for it; routine clerical office work.

Requirements: Common school education; ability to exercise care and judgment in handling statistical and routine clerical office work.

TAILOR: Salary $50 to $60 a month with maintenance. Minimum age 25 years.

Duties: Makes and repairs tailored garments for inmates of institutions; supervises persons assigned to such work.

Requirements: Experience and ability in ordinary tailoring.

TARIFF CLERK: (Rank I, Class Y.) Salary $100 to $125 a month. Minimum age 21 years.

Duties: Files schedules of rates, charges, rules and regulations of transportation companies.

Requirements: Education equivalent to two years high school work; familiarity with Illinois Public Utilities Law and classifications, class and commodity rates, rules and regulations of common carriers; some knowledge of filing.

TEACHER: See Advanced Teacher; Art Teacher; Band Teacher; Principal Teacher of the Deaf; Principal Teacher of the Blind; Director of Music; Domestic Science Teacher; Elocution and Dancing Teacher; Fancy Work Teacher; Industrial Teacher; Kindergarten Teacher; Manual Training Teacher; Physical Culture Teacher; Piano Teacher; Primary Teacher; Principal; Printing Instructor; Instructor in Sheet Metal Work; Teacher of the Deaf; Teacher of Photography; Tuning Teacher; Upholstery Instructor; Violin Teacher; Voice Teacher.

TEACHER OF ADULT BLIND: Salary $70 to $140 a month for ten months of each year. Minimum age 21 years.

Duties: Visits and instructs adult blind persons (outside of institutions) in weaving and in manufacture of such articles as can be made of cane, raffia and reed.

Requirements: Education equivalent to two years high school work; fair knowledge of various alphabets for the blind; ability to teach blind persons.

TEACHER OF COMMERCIAL SUBJECTS: Salary $60 to $90 a month with full maintenance. Minimum age 21 years.

Duties: Organizes and teaches classes in shorthand, typewriting by touch method, commercial arithmetic and business English.

Requirements: Ability to teach shorthand, typewriting, commercial arithmetic, business English and allied subjects, preferably with experience in modern business methods.

TEACHER OF DRESSMAKING: Salary $45 to $60 a month with maintenance. Minimum age 22 years.

Duties: Teaches children in an institution to fit, take measurements, cut goods, and make them into a dress.

Requirements: Education equivalent to high school graduation; training and preferably experience in instructing children in dressmaking.

TEACHER OF PHOTOGRAPHY: Salary $50 to $80 a month with full maintenance. Minimum age 25 years.

Duties: Gives instruction in ordinary photographic processes.

Requirements: Education equivalent to high school graduation; thorough training, experience and ability as a practical photographer.

TEACHER OF THE BLIND: Salary for seeing teachers $100 to $133.33 a month; for blind teachers $60 to $80 a month for year of nine months; no maintenance. Minimum age 21 years.

Duties: Instructs blind children in ordinary branches by use of the Braille System.

Requirements: Equivalent of high school graduation; several years experience in teaching, preferably with the blind.

TEACHER OF THE DEAF: Salary $100 to $133.33 a month for year of nine months; no maintenance. Minimum age 21 years.

Duties: Instructs deaf children in use of various sign manuals; teaches them to speak and read the lips.

Requirements: Education equivalent to high school graduation; thorough training and preferably experience in teaching the deaf.

TELEPHONE ENGINEER: (Rank III, Class Z.) Salary $225 to $335 a month. Minimum age 25 years.

Duties: Has charge of investigation of telephone properties with regard to rate making proceedings and special operating problems; prepares orders in telephone rate cases.

Requirements: Familiarity with Illinois Public Utilities Law; equivalent of high school education; thorough experience in responsible charge of operation and construction of telephone properties and ability to prepare valuations of such properties and compute rates for any situation.

TELEPHONE ENGINEER: See Assistant Telephone Engineer.

TELEPHONE OPERATOR: Salary $50 to $70 a month; in institutions $40 to $50 a month with full maintenance. Minimum age 18 years.

Duties: Attends to a telephone switchboard, answering calls, doing minor clerical work.

Requirements: Education equivalent to common school work, office experience, thorough familiarity with operation of small switchboard.

TESTING ENGINEER: Salary $125 to $200 a month. Minimum age 25 years.

Duties: Makes chemical and physical tests of bituminous compounds, creosotes and other oils, paints, cements, steel, concrete aggregates and paving materials.

Requirements: Education equivalent to graduation in chemical engineering from a college of recognized standing; thorough experience in a testing laboratory.

TINNER: Salary $60 to $75 a month; no maintenance. Minimum age 19 years.

Duties: Constructs and repairs tin and sheet metal work; instructs others assigned to this work.

Requirements: Common school education; experience and ability in laying out, constructing and repairing sheet metal work; good physical condition.

TOLLS COLLECTOR: See Canal Tolls Collector.

TOPOGRAPHICAL DRAFTSMAN: Salary $100 to $150 a month. Minimum age 21 years.

Duties: Plats maps from field notes; assists on topographical surveys.

Requirements: Equivalent of high school education; ability to do map work and lettering rapidly and accurately; good physical condition.

TRAINED NURSE: Salary $40 to $75 a month with maintenance. Minimum age 25 years.

Duties: Care of sick persons in hospital wards; attends clinics and operations.

Requirements: State license as registered nurse; thorough training and experience as practical nurse; good physical condition.

TRANSPORTATION RATE EXPERT, RANK II: (Class Y.) Salary $135 to $250 a month. Minimum age 24 years.

Duties: Under supervision, handles matters pertaining to making and checking rates, charges, tariffs, rules and regulations for transportation of persons or property by common carriers.

Requirements: Education equivalent to two years high school work; familiarity with handling of complaints before Federal and State Commissions and with solution of transportation problems regarding rates, charges, rules and regulations.

TRANSPORTATION RATE EXPERT, RANK III: (Class Y.) Salary $400 to $500 a month. Minimum age 30 years.

Duties: Supervises matters pertaining to transportation rates, charges, rules and regulations; holds public hearings, draws orders and decisions.

Requirements: Education equivalent to two years high school work; thorough familiarity with handling of complaints before Federal and State Commissions; knowledge of construction and filing of tariffs and with solution of transportation rate problems.

TUNING TEACHER: Salary $50 to $75 a month with maintenance. Minimum age 25 years.

Duties: Instructs inmates of State School for the Blind in piano tuning.

Requirements: Common school education; ability and experience as a piano tuner.

TYPIST, RANK II: (Class A.) Salary $50 to $70 a month. Minimum age 18 years.

Duties: Rapid and accurate copying on typewriter of written or printed material of all kinds at not less than forty words a minute; rapid and accurate typing from dictation or from a phonograph; simple clerical duties.

Requirements: Common school education; ability as typist.

TYPIST, RANK III: (Class A.) Salary $75 to $100 a month. Minimum age 18 years.

Duties: Rapid and accurate copying on typewriter of written or printed material of all kinds at not less than sixty words a minute; rapid and accurate typing from dictation or from a phonograph; clerical work.

Requirements: Common school education; expert ability as typist.

U.

UNIVERSITY ACCOUNTANT, RANK III: (Class A.) Salary $75 to $125 a month. Minimum age 21 years.

Duties: At the University of Illinois and State Normal Schools, keeps books of account and carries on responsible clerical office duties.

Requirements: Education equivalent to high school graduation; training in commercial business college or equivalent in business experience desired.

UNIVERSITY ACCOUNTANT, RANK IV: (Class A.) Salary $125 to $200 a month. Minimum age 25 years.

Duties: Handling, under supervision, of clerical duties, including dictation of correspondence, organizing and supervising accounting systems, directing an office staff and meeting the public.

Requirements: Thorough knowledge of accounting principles and practice and of modern office methods; graduation from a college of recognized standing, preferably in a business course.

UNIVERSITY SECRETARY: (Rank III, Class A.) Salary $75 to $100 a month. Minimum age 18 years.

Duties: Performs clerical duties at the University of Illinois and the five Normal Universities and Schools.

Requirements: Ability to exercise independent judgment, handle correspondence, filing, record keeping, preparation of copy for press; education equivalent to college graduation; experience in preparation of manuscript and proof reading; reading knowledge of French and Spanish.

UNIVERSITY STENOGRAPHER, RANK I: (Class A.) Salary $25 to $40 a month. Minimum age 18 years.

Duties: At University of Illinois and the five State Normal Universities and Schools, takes dictation up to seventy-five words a minute; accurate transcription on typewriter of stenographic notes; simple clerical work.

Requirements: Equivalent of two years high school education; some familiarity with modern office methods.

UNIVERSITY STENOGRAPHER, RANK II: (Class A.) Salary $50 to $75 a month. Minimum age 18 years.

Duties: Stenographic work at University of Illinois and five State Normal Schools, involving dictation up to ninety words a minute, rapid and accurate transcribing on a typewriter of stenographic notes; performance, under supervision, of simple clerical duties.

Requirements: Education equivalent to high school graduation.

UNIVERSITY STENOGRAPHER, RANK III: (Class A.) Salary $75 to $100 a month. Minimum age 18 years.

Duties: At University of Illinois and the five State Normal Universities and Schools, takes dictation up to one hundred fifteen words a minute; rapid and accurate transcription on typewriter of stenographic notes; clerical and other work as private secretary to a department head.

Requirements: Education equivalent to college graduation; reading knowledge of French and Spanish; experience as a stenographer and familiarity with modern office methods.

UPHOLSTERER: See Mattress Maker; Upholstery Instructor.

UPHOLSTERY INSTRUCTOR: Salary $75 to $100 a month with maintenance. Maximum age 25 years.

Duties: Gives instruction in upholstering of furniture of every kind.

Requirements: Thorough training and experience as a practical upholsterer.

UTILITIES COMPLAINT CLERK: Salary $125 to $150 a month. Minimum age 25 years.

Duties: Receives and adjusts minor complaints about charges and service of utilities under jurisdiction of Public Utilities Commission.

Requirements: Familiarity with Illinois Public Utilities Law and the chief utilities companies of Illinois; equivalent of common school education.

UTILITIES INVESTIGATOR: Salary $100 to $150 a month. Minimum age 21 years.

Duties: Collects data regarding railroad accidents; investigates highway crossings over railroads; other engineering inspecting or investigating work for Public Utilities Commission.

Requirements: Equivalent of high school graduation; experience in operation or construction of steam or electric railroad properties.

UTILITIES RATE EXPERT: (Rank I, Class Y.) Salary $125 to $175 a month. Minimum age 25 years.

Duties: Checks and files schedules of rates, charges, rules and regulations of public utilities (except transportation companies).

Requirements: Equivalent of two years high school work; familiarity with Illinois Public Utilities Law; general working knowledge of rates, charges, rules and regulations of public utilities (except transportation companies).

UTILITIES STATISTICIAN, RANK I: (Class Y.) Salary $100 to $150 a month. Minimum age 21 years.

Duties: Under supervision, classifies and files statistics regarding financial, operating and working conditions of public utilities.

Requirements: Equivalent of two years high school work; general knowledge of compilation of statistics; familiarity with accounts of public utilities.

UTILITIES STATISTICIAN, RANK II: (Class Y.) Salary $175 to $250 a month. Minimum age 25 years.

Duties: Supervises assistants in collecting, classifying and analyzing statistics relating to financial, operating, labor and other conditions of public utilities.

Requirements: Equivalent of high school graduation; office experience; detailed knowledge of collection and interpretation of statistics concerning public utilities.

V.

VALUATION ENGINEER: Salary $250 to $375 a month. Minimum age 25 years.

Duties: Checks appraisals of steam railroads in Illinois made by Interstate Commerce Commission and by the steam railroads under the so-called Valuation Act of Congress. Makes and checks valuations of other utilities as required.

Requirements: Education equivalent to graduation from an engineering college of recognized standing, with at least three years experience in preparation of inventories or appraisals of either railroads or public utility properties. Must be familiar with rules and principles laid down by courts and commissions for determination of value of public utilities for rate making, security issues and other similar purposes.

VETERINARIAN: See Assistant State Veterinarian; Chief Sanitary Officer; Live Stock Inspector; Chief Live Stock Inspector.

VIOLIN TEACHER: Salary $25 to $75 a month with maintenance. Minimum age 21 years.

Duties: Instructs in violin music.

Requirements: Equivalent of high school graduation; ability and experience as a violinist and teacher of violin music.

VISITOR: See Home Visitor; State Agent for Child Visitation.

VOICE TEACHER: Salary $50 to $150 a month with maintenance. Minimum age 21 years.

Duties: Instructs in vocal music.

Requirements: Equivalent of high school graduation; ability and experience as a musician and teacher of vocal music.

W.

WAGON MAKER: Salary $50 to $75 a month with maintenance. Minimum age 21 years.

Duties: Repairs wagons and vehicles of all kinds belonging to an institution.

Requirements: Experience and ability as a wagon maker; good physical condition.

WARDEN: See Assistant Warden; Deputy Warden; Assistant Deputy Warden; Deputy Game and Fish Warden; Inspector, Game and Fish.

WAREHOUSE INSPECTOR: Salary $125 to $175 a month. Minimum age 25 years.

Duties: Inspects warehouses; investigates their business methods, rates and practices.

Requirements: Equivalent of high school education; familiarity with warehouse schedules and tariffs.

WATCHMAN: Salary, at institutions $40 to $55 a month with maintenance; in departments $50 to $80 a month. Minimum age 21 years.

Duties: Has general oversight of buildings and grounds at night, with minor duties of other kinds peculiar to each institution.

Requirements: Must be careful, industrious, and absolutely trustworthy; good physical condition.

WATERWAYS ENGINEER: Salary $150 to $250 a month. Minimum age 25 years.

Duties: Directs hydraulic and land survey parties; designs, constructs and maintains engineering works for development and conservation of rivers and lakes.

Requirements: Education equivalent to graduation in civil engineering from a college of recognized standing; familiarity with laws and requirements governing land surveys and Illinois lakes and rivers; executive ability; experience in hydraulic work; ability to write concise reports and bulletins; good physical condition.

WATERWAYS ENGINEER: See Junior Waterways Engineer.

WATERWORKS: See Superintendent of Waterworks.

PROMOTIONAL CLASSES.

"The lines of promotion in the classified service shall be set forth in Rule I and Schedule 'A.' No promotion examination shall be held unless there are three or more qualified applicants registering." (Rule V, Section 2.)

"No person shall be eligible for promotion examination to fill a vacancy in any grade unless such person has served in a grade next in line of promotion by actual employment, for at least six months, and is, at the time of such promotion examination and appointment, actually employed in such grade, or is on leave of absence." (Rule V, Section 3.)

Class.	Service.
A	Department Office Service.
B	Institution Office Service.
C	Institution Physician Service.
D	Institution Nursing Service.
E	Prison Service.
F	Attendant Service.
G	Highway Service.
H	Game and Fish Warden Service.
I	Grain Inspection Service.
J	Insurance Service.
K	Factory Inspection Service.
L	Teaching Service.
M	Food Inspection Service.
N	Food Laboratory Service.
O	Operating Engineering Service.
P	Library Service.
Q	Fire Marshal Service.
R	Canal Service.
S	Welfare Service.
T	Live Stock Inspection Service.
U	Civil Service.
V	University Registrar.
W	Home Visitation Service.
X	House Officer Service.
Y	Utilities Accounting Service.
Z	Utilities Engineering Service.

CLASS A.—DEPARTMENT OFFICE SERVICE.

Rank.	Grade.	Salary per Month.
IV.	Chief Food Clerk	$125 to $200
	Chief Game and Fish Clerk	150 to 200
	Court Stenographer	105 to 200
	Department Bookkeeper, Rank IV	150 to 175
	Department Chief Clerk	125 to 200
	Department Stenographer, Rank IV	105 to 175
	Statistician	125 to 175
	University Accountant, Rank IV	125 to 200
III.	Canal Tolls Collector	60 to 75
	Department Clerk, Rank III	95 to 120
	Department Stenographer, Rank III	75 to 100
	Filing Clerk	75 to 150
	Typist, Rank III	75 to 100
	University Accountant, Rank III	75 to 125
	University Secretary	75 to 100
	University Stenographer, Rank III	75 to 100
II.	Department Bookkeeper, Rank II	60 to 100
	Department Clerk, Rank II	50 to 90
	Department Stenographer, Rank II	50 to 75
	University Stenographer, Rank II	50 to 75
	Typist, Rank II	50 to 70
I.	Department Clerk, Rank I	25 to 45
	Department Stenographer, Rank I	25 to 45
	University Stenographer, Rank I	25 to 40

CLASS B.—INSTITUTION OFFICE SERVICE.

Each position carries full maintenance.

Rank.	Grade.	Salary per Month.
III.	Prison Industry Clerk	$100 to $150
	Institution Chief Clerk	100 to 150
II.	Storekeeper	60 to 85
	Institution Bookkeeper, Rank II	75 to 100
I.	Institution Bookkeeper, Rank I	40 to 70
	Institution Clerk	40 to 60
	Institution Stenographer	45 to 70

CLASS C.—INSTITUTION PHYSICIAN SERVICE.

Rank.	Grade.	Salary per Month.
IV.	Assistant Managing Officer With full maintenance for self and family.	$175 to $225
III.	Senior Assistant Physician With full maintenance for self and family.	$150 to $175
II.	Junior Assistant Physician With full maintenance for self and family.	$100 to $125
I.	Medical Interne And maintenance for self only.	$50

CLASS D.—INSTITUTION NURSING SERVICE.

Each position carries full maintenance.

Rank.	Grade.	Salary per Month.
III.	Chief Nurse	$100 to $125
II.	Assistant Chief Nurse	75 to 90
I.	Psychiatric Nurse	50 to 65

CLASS E.—PRISON SERVICE.

Each position carries full maintenance.

Rank.	Grade.	Salary per Month.
III.	Deputy Warden	$150 to $200
II.	Assistant Deputy Warden	100 to 145
	Parole Agent	100 to 145
I.	Guard	50 to 75

CLASS F.—ATTENDANT SERVICE.

Each position carries full maintenance.

Rank.	Grade.	Salary per Month.
III.	Supervising Attendant	$60 to $75
II.	Charge attendant	45 to 60
I.	Attendant	25 to 35

CLASS G.—HIGHWAY SERVICE.

Rank.	Grade.	Salary per Month.
III.	Bridge Engineer	$200 to $300
	Road Engineer	200 to 300
II.	Assistant Highway Engineer	125 to 200
I.	Junior Highway Engineer	75 to 140

CLASS H.—GAME AND FISH WARDEN SERVICE.

Rank.	Grade.	Salary per Month.
II.	Inspector, Division of Game and Fish	$150 to $175
I.	Deputy Game and Fish Warden	100 to 125

CLASS I.—GRAIN INSPECTION SERVICE.

Rank.	Grade.	Salary per Month.
IV.	Supervising Grain Inspector	$225 to $250
	Grain Registrar	200 to 250
III.	Deputy Grain Inspector	150 to 200
	Chief Grain Certificate Clerk	150 to 200
II.	Grain Sampler	110 to 125
	Grain Clerk	110 to 145
I.	Grain Helper	100

CLASS J.—INSURANCE SERVICE.

Rank.	Grade.	Salary per Month.
III.	Chief Insurance Clerk	$200 to $300
II.	Assistant Chief Insurance Clerk	150 to 200
	Securities Examiner	175 to 250
	Insurance Department Bookkeeper	175 to 250
I.	Insurance Clerk	100 to 150

CLASS K.—FACTORY INSPECTION SERVICE.

Rank.	Grade.	Salary per Month.
II.	Assistant Chief Factory Inspector	$175 to $225
I.	Deputy Factory Inspector	100 to 150

CLASS L.—TEACHING SERVICE.

Each position carries full maintenance.

Rank.	Grade.	Salary per Month.
II.	Principal	$75 to $100
I.	Advanced Teacher	45 to 70
	Primary Teacher	45 to 70
	Kindergarten Teacher	45 to 70

CLASS M.—FOOD INSPECTION SERVICE.

Rank.	Grade.	Salary per Month.
II.	Assistant State Food Commissioner	$175 to $250
I.	Food Inspector	100 to 150

CLASS N.—FOOD LABORATORY SERVICE.

Rank.	Grade.	Salary per Month.
II.	State Analyst	$200 to $250
I.	Food Chemist	125 to 175

CLASS O.—OPERATING ENGINEERING SERVICE.

Rank.	Grade.	Salary per Month.
III.	Chief Engineer With full maintenance in institution.	$100 to $150
	Chief Engineer (in departments)	$125 to $200
II.	Stationary Engineer	$75 to $100
I.	Fireman	Local Scale

CLASS P.—LIBRARY SERVICE.

Rank.	Grade.	Salary per Month.
II.	Librarian of Historical Library	$125 to $175
I.	Library Assistant	65 to 125

CLASS Q.—FIRE MARSHAL SERVICE.

Rank.	Grade.	Salary per Month.
III.	Assistant Fire Marshall	$150 to $200
II.	Supervisor of Fire Investigations	150 to 175
	Supervisor of Fire Prevention	150 to 190
I.	Deputy Fire Marshal	100 to 150

CLASS R.—CANAL SERVICE.

Rank.	Grade.	Salary per Month.
III.	Supervising Canal Inspector	$100 to $125
II.	Assistant Canal Inspector	75 to 90
I.	Canal Foreman	60 to 90

CLASS S.—WELFARE SERVICE.

Rank.	Grade.	Salary per Month.
II.	Executive Secretary, Welfare Commission.	$166.66
I.	Inspector of Institutions	$100 to $150

CLASS T.—LIVE STOCK INSPECTION SERVICE.

Rank.	Grade.	Salary per Month.
II.	Chief Live Stock Inspector	$150 to $200
I.	Live Stock Inspector	100 to 150

CLASS U.—CIVIL SERVICE.

Rank.	Grade.	Salary per Month.
II.	Chief Examiner (Fixed by statute.)	$291 66
I.	Assistant Examiner	$125 to $175

CLASS V.—UNIVERSITY REGISTRAR SERVICE.

Rank.	Grade.	Salary per Month.
III.	Registrar	$200 to $300
II.	Assistant Registrar	100 to 175
I.	Registration Clerk	60 to 95

CLASS W.—HOME VISITATION SERVICE.

Rank.	Grade.	Salary per Month.
II.	State Agent for Child Visitation	$125 to $175
I.	Home Visitor:	
	(Under Department of Public Welfare)	75 to 100
	(Under Institutions)	60 to 75
	With full maintenance when at the institutions.	

CLASS X.—HOUSE OFFICER SERVICE.

Each position carries full maintenance.

Rank.	Grade.	Salary per Month.
II.	Matron	$50 to $75
I.	Housemother	25 to 55

CLASS Y.—UTILITIES ACCOUNTING SERVICE.

Rank.	Grade.	Salary per Month.
III.	Assistant Chief Accountant	$250 to $350
	Transportation Rate Expert, Rank III	400 to 500
II.	Accountant, Rank II	200 to 250
	Transportation Rate Expert, Rank II	135 to 250
	Utilities Statistician, Rank II	175 to 250
I.	Accountant, Rank I	125 to 175
	Tariff Clerk	100 to 125
	Utilities Rate Expert	125 to 175
	Utilities Statistician, Rank I	100 to 150

CLASS Z.—UTILITIES ENGINEERING SERVICE.

Rank.	Grade.	Salary per Month.
IV.	Assistant Chief Utilities Engineer	$250 to $375
III.	Electrical Engineer	225 to 335
	Service Engineer	200 to 300
	Telephone Engineer	225 to 335
	Railroad Engineer	225 to 335
	Mechanical Engineer	200 to 300
	Gas Engineer	225 to 335
II.	Assistant Railroad Engineer	160 to 200
	Assistant Telephone Engineer	125 to 175
	Case Man	125 to 150
I.	Assistant Utilities Engineer	90 to 125
	Service Inspector	90 to 150

Gaylord Bros.
Makers
Syracuse, N Y.
PAT. JAN. 21, 1908

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